

Public Works Fleet Management Division

VEHICLE and EQUIPMENT MANAGEMENT/MAINTENANCE

INTERNAL OPERATING PROCEDURES

01/2020 Fleet Management

INTRODUCTION

Because fleet operations interface with fleet customers in almost every department, strong lines of communication must be maintained between the Fleet Management Division and its customers. A comprehensive document that clearly outlines policies and procedures for Vehicle Maintenance and the fleet, as well as the responsibilities of all individuals involved, is essential to understanding what is expected of the fleet organization and its employees, as well as the customer departments and their employees. The smooth operation of the fleet requires a set of clearly stated policies and procedures, relating to how fleet users conduct business with the Fleet Management Division and how all fleet units are cared for and utilized. This enables Fleet Management customers to undertake their tasks effectively and contributes to the overall efficient delivery of services by the City of Buckeye Departments.

MISSION

To provide effective management, maintenance and repair of fleet assets, to keep costs low and departmental operations at peak efficiency and readiness.

VISION

Our workforce is engaged, enrolled, energized, empowered and enthusiastic to provide the highest level of fleet services to our customers.

USING THIS MANUAL

This manual is designed to address the non-technical, procedural aspects of vehicle and equipment maintenance activities. Included are such activities as opening a work order, posting labor and parts, communicating with customers, PM scheduling, developing budgets, accounting for fuel management, and other internal operational aspects of professional fleet management. Topics not addressed in this manual are:

- The technical use of shop equipment
- The technical use of the computer system and related hardware

The items listed above will require the use of operator manuals or on-line help features.

This manual is divided into two sections. Each section has a Table of Contents. Also contained within each section are flow charts that illustrate processes, documents, or communication flows. The sections are:

Section I - Administration – This section addresses the administrative functions of supporting the customers' needs, which include departmental billing, budget development, accounting, utilization management program, replacement program, new vehicle purchases, staff training, and activities supporting maintenance operations.

Section II - Maintenance Operations – This section addresses the maintenance aspect of fleet management. It includes all work order functions, PM scheduling, capital repair processes, labor reporting, contractual repairs, purchasing, inventory management, shop cleaning, basic use of computer systems, and staff training.

Section III – Fuel Facilities Operations – This section addresses the fuel facilities policy, regulatory compliance, Spill Prevention Control and Countermeasures (SPCC), Storm Water Pollution Prevention Plan (SWPPP) and Basic Best Management Practices (BMPs) for Employees

Please contact your Supervisor for additional assistance.

Public Works Department
Standard Operational Procedures/Policy
Fleet Management

INTRODUCTION..... 1

USING THIS MANUAL.....2

INDEX..... 3

SECTION I

BUDGET, ACCOUNTING AND BILLING..... 12

- BUDGETING AND ACCOUNTING POLICY 12**
- MAINTENANCE CHARGES AND HOW THEY WORK 12**
- VERIFICATION AND AUDITING 12**
- VERIFICATION 12**
- AUDIT 13**
- FULLY ALLOCATED COST OF SHOP LABOR 13**
- FULLY BURDENED LABOR RATE 13**
- INDIRECT LABOR RATE 13**

FLEET FACILITY CAPITAL RESERVE 14

FLEET OPERATING RESERVE 14

VEHICLE REPLACEMENT FUND 14

FLEET UTILIZATION.....15

FLEET MANAGEMENT COMMITTEE/CABINET 15

SUMMARY OF COMMITTEE RESPONSIBILITIES 15

UTILIZATION STANDARDS 16

RECOMMENDED STANDARDS 16

UTILIZATION REVIEW 16

UTILIZATION REVIEW (RECORDS AND TRANSFERS) 17

MULTI-FUNCTIONAL UNITS 17

EXEMPT CLASS UNITS 17

USING THE FLEET COMPUTER SYSTEM FOR USAGE ANALYSIS 17

FLEET MANAGEMENT COMMITTEE FLOW CHART 18

REPLACEMENT POLICY 19

POLICY OVERVIEW 19

FLEET REPLACEMENT PROCEDURE 19

REPLACEMENT ZONE 19

HOW THE REPLACEMENT ZONE WORKS 20

REPLACEMENT PRIORITY ASSIGNMENT 20

SAMPLE REPLACEMENT ASSIGNMENT 20

VEHICLE REPLACEMENT FLOW CHART 2 1

ADDITIONAL VEHICLES AND EQUIPMENT 2 2

RECYCLED VEHICLES/EQUIPMENT 2 2

OTHER VEHICLES/EQUIPMENT 2 2

EXEMPT CLASS UNITS 2 2

ADDITIONAL VEHICLE FLOW CHART 2 3

REPLACEMENT OF TOTAL LOSS VEHICLES 2 4

FUNDING 2 4

FUEL EFFICIENT AND ALTERNATIVE FUEL/CLEAN FUEL VEHICLES 2 5

EQUIPMENT SPECIFICATIONS.....26

VEHICLE AND EQUIPMENT SPECIFICATIONS (STANDARDS) 26

FUEL EFFICIENT AND ALTERNATIVE FUEL/CLEAN FUEL VEHICLES 27

REQUESTING AN EQUIPMENT APPLICATION STUDY (EAS) 27

CHANGING AN ESTABLISHED STANDARD 2 7

ESTABLISHING A NEW STANDARD 27

EQUIPMENT APPLICATION STUDY CHART (EAS) 28

BIDEVALUATION 30

EQUIPMENT TRANSFER, TURN-IN AND DISPOSAL 31

TRANSFER PROCEDURE 31

VEHICLE AND EQUIPMENT DISPOSAL 31

FLEET EMPLOYEES..... 32

ETHICS AND CONDUCT 32

TECHNICIAN QUALIFICATIONS 32

TECHNICIAN TRAINING PROGRAMS 32

FLEET MANAGEMENT FUNDED 32

SPECIALIZED REQUIREMENTS 3 2

AUTHORITY/ QUALIFICATIONS FOR REPAIR AND MAINTENANCE 33

JOB CLASSIFICATIONS..... 33

FLEET MANAGER 3 3

FLEET MANAGEMENT SUPERINTENDENT 3 4

FLEET ANALYST 36

FLEET SUPPORT/SERVICE SPECIALIST 3 8

LEAD TECHNICIAN 4 0

EMERGENCY VEHICLE TECHNICIAN 4 2

MASTER TECHNICIAN 43

GENERAL TECHNICIAN 45

FLEET INTERN 4 6

FLEET ORGANIZATION CHART 48

VEHICLE OPERATION 49

OPERATOR INSPECTION 49

VEHICLE OPERATORS CHECK LIST: 49

DAILY/WEEKLY DRIVER'S CHECKLIST 49

OPERATOR INSPECTION FLOW CHART 50

ACCIDENTS, ACCIDENT REPORTING, AND CLAIM PROCEDURES51

ACCIDENT AND DAMAGE REPORTING PROCEDURE 51

MAINTENANCE & REPAIR..... 52

SERVICE REQUESTS DURING NORMAL WORK HOURS 52

SERVICE REQUEST FLOW CHART 5 3

AUTHORIZATION LEVELS AND FLOW CHART 54

OPERATOR ABUSE 5 5

CAPITALIZATION REQUESTS 55

REQUESTS FOR NON-VEHICULAR 55

FLEET AFTER HOURS SERVICE CALL PROCEDURES 55

AFTER HOURS FLOW CHART 5 7

SECTION II

WORK ORDER PRIORITIES.....58

WORK ORDER PRIORITY LEVELS CHART 5 9

PREVENTIVE MAINTENANCE AND REPAIR PRIORITIES.....60

PREVENTIVE MAINTENANCE PROGRAM60

PM POLICY 6 0

NEXT LEVEL OF PM: PREDICTIVE MAINTENANC 61

<u>PREVENTIVE MAINTENANCE EVALUATION</u>	62
<u>PREVENTIVE MAINTENANCE NOTIFICATION</u>	63
<u>REPAIR PROGRAM EVALUATION</u>	63
<u>WARRANTIES</u>	64
EQUIPMENT MANUFACTURER WARRANTY	64
THE WARRANTY PROCESS	64
ADDING A NEW VEHICLE WARRANTY	64
GATHERING WARRANTY DATA AND INFORMATION	64
WARRANTY REPORTING	64
NEW VEHICLE IN-SERVICE PROCEDURE	64
NEW VEHICLE IN-SERVICE CHART	65
<u>PARTS</u>	66
PARTS ORDERING	66
PARTS INVENTORY	66
CHARGEABLE AND NON-CHARGEABLE	66
NON STOCK PARTS	66
PARTS WARRANTY TRACKING	66
PARTS AND MATERIALS DISPOSAL	67
<u>TIRES</u>	68
WEAR REPLACEMENT GUIDELINES	68
SIDE WALL CRACKING	68

REPAIR PROCEDURE	68
ORDERING	68
RECAP TIRES	68
USED TIRE	68
<u>EQUIPMENT</u>	69
PORTABLE AND STATIONARY EQUIPMENT INVENTORY	69
<u>TOOL ALLOWANCE</u>	70
<u>SAFETY</u>	72
JOB SAFETY LIST	72
SHOP SAFETY INSPECTION	73
SPOT SAFETY INSPECTION FORM	74
<u>MOTOR POOL OPERATIONS</u>	75
VEHICLE RESERVATION	75
VEHICLE RETURN	75
<u>FLEET VEHICLE INVENTORY</u>	76
VEHICLE NUMBERING	76
CLASS CODES AND REPLACEMENT ZONES	78
<u>EQUIPMENT MARKING</u>	80
<u>PERSONAL TAKE HOME USE OF CITY VEHICLES</u>	81
<u>EMERGENCY MANAGEMENT</u>	84
FUEL MANAGEMENT AND RESERVE INVENTORIES	84

BACK-UP VEHICLES AND EQUIPMENT 85

FLEET VEHICLE AND EQUIPMENT INVENTORY LISTING 85

TRAINING 86

MAINTENANCE FACILITY REPLACEMENT OPTIONS 86

EMERGENCY MANAGEMENT CHART 87

STATIONARY GENERATORS (PUBLIC SAFETY) 88

FLOW CHART 89

LOCATION MAP 90

FLEET MANAGEMENT SUSTAINABILITY GOALS..... 92

SECTION III

FUEL FACILITY POLICY.....94

BACKGROUND 94

DESCRIPTION & LOCATION 94

PRODUCTS & DEFINITIONS 95

OPERATIONS 96

FUEL DISPENSING & SPILL RESPONSE 97

PROKEE 97

AIMS 97

PUBLIC WORKS FUELING BROCHURE 97

SPILL RESPONSE CONTROL & COUNTER MEASURE PLAN - PW 98

SPILL CONTROL & COUNTER MEASURES PLAN - FIRE 98

FUEL TANK/DISPENSER INSPECTIONS 99

MONTHLY FUEL RECONCILIATION/AUDITS 100

FORMS.....101

DAILY INSPECTION LOG 101

WEEKLY/MONTHLY INSPECTION LOG 102

CORRECTIVE ACTION 103

STORMWATER POLLUTION PREVENTION PLAN (SWPP).....104

INTRODUCTION 104

STORMWATER POLLUTION PREVENTION PLAN (SWPP) 104

ADMINISTRATIVE GUIDELINES

Subject: Budget, Accounting and Billing

Origination Date: 9/2014

Revision date: 01/2020

Budget, Accounting and Billing

Budgeting and Accounting Policy

Goal: It is the policy of Fleet Management to develop and administer an effective budget that allows for safe maximum vehicle and equipment availability at the lowest cost to the City of Buckeye. To this end, the annual budget development process shall specifically address these issues as equal in priority.

Maintenance Charges and how they Work

Fleet Management is a **Service Operation** which means that the fleet is ultimately owned by the City and delegated operations to each departments and are all maintained by Fleet. Maintenance/Repairs on vehicles and equipment on the fleet asset list are provided to the non-enterprise departments (General Funded) at no costs except for capitalization and accident/damage repairs. Enterprise departments such as Airport, Highway Users Revenue Fund (**HURF**), Sewer, Environmental and Water will be responsible to provide the funding for all parts and materials. Fleet has in place an accounting structure that addresses costs by activity. For Activity Based Costing Fleet uses a 15% markup on parts and sublet labor not to exceed \$1500 per transaction. It also addresses costs from the operation, maintenance, and depreciation of each fleet unit. All fuel costs are billed directly to the vehicle and forwarded to corresponding departments.

Vehicle replacement cost is projected to finance based on straight-line depreciation for budgetary purposes plus an adjustment for the actual replacement cost at the time of replacement.

City Verification and Auditing

Verification

A clear and verifiable audit trail is needed in each disbursement area – parts, labor, fuel, commercial work, major supplies and materials. The trail can be paper-based, electronic, or a combination of the two, but the person auditing the transactions should have the ability to enter the process at any point from inception of the need for the object or service to the end of its useful term of service.

Example: An auditor or interested person sees a new windshield on a Public Works dump truck. That person, through researching transactional records, should be able to determine the following:

Why a new windshield was needed;

Whether the cause was normal wear, accident damage, or abuse;

If insurance or warranty funding was involved;

Who requested the repair?

Who authorized the repair?

What vendor supplied the parts and materials, and why that vendor was selected;

Total materials cost;

Who performed the repair and the cost of the repair?

Total repair costs (parts and labor);

Posting of all costs to the work order, including the date, vendor, markups, and the purchase order number used;

The invoice number(s) for all charges, and the date(s) of payment.

The trail of events should be accessible at any point, from invoice, repair order, vendor monthly statement, visually (as in the example), or from any source related to the transaction(s).

Audits

Fleet Management may perform complete audits, random spot audits from a pre-selected sample or, in the absence of dedicated audit personnel, may delegate the task to a person not responsible for the targeted area. As a result, vehicle procurement personnel may perform repair order audits, or shop supervisors may perform invoice or parts order audits, etc.

The sample and audit parameters and procedures shall be designated by Fleet, with final findings released to the Public Works Director.

No less than one annual random spot audit shall be performed on each major area of responsibility: parts, service, fuel, outside contracts, etc. Complete audits of such areas may require outside (Department or contractual) assistance but should occur no less than once every other year.

Fully Allocated Cost of Shop Labor

The process shall identify two key factors:

1. The fully burdened labor rate at a given repair facility.
2. The indirect labor rate for an employee.

The cost items that determine the indirect and fully burdened labor rate or direct rate are very simple to identify. Direct rates are those charges that can be applied as labor charges directly to a work order. Indirect labor costs are personnel and indirect costs that cannot be charged to a vehicle or a work order.

Fully Burdened Labor Rate

To determine the fully burdened labor rate to charge on work orders, include the following costs:

- Office, supervisory staff and technician salaries and benefits.

A percentage of the technicians' time spent in non-productive work such as training, vacation, holidays, sick leave, and any other paid leave (usually about 416 hours per year), multiplied by the cost for that person.

Cost of all direct time for mechanics (usually about 1664 hours per year) multiplied by the cost for that person.

- Other expenses that will not be recaptured by any other means such as uniforms, office supplies, parts cleaning machines, shop supplies, training costs, and phone costs.

Once the totals of all costs are compiled, the amount of gross direct labor must be calculated. Do this by multiplying the number of direct personnel (persons that charge labor directly to a work order) by the amount of labor available (1664 hours per year per shop person). For fiscal year 2019-20 our Activity Based Costing is at \$82.92

Indirect Labor Rate

When determining the indirect cost per hour, use the actual out of pocket expense of an employee when he/she is not productive. This would be the actual cost of salary and benefits paid to the technician.

The total of these costs should be divided by the amount of direct time available from the direct employees (mechanics), which should be approximately 1664 hours per year per person.

When determining the two cost factors above, it is very important to allocate only the cost items, which result in an actual expense.

Fleet Facility Capital Reserve

As an essential part of maintaining a high degree of safety and readiness to serve customer departments, all shop capital equipment (shop tools, service lifts, etc.) owned by Fleet shall have a planned replacement cycle and shall be replaced on a timely basis.

The reserve for shop-related capital equipment purchases shall do the following:

Provide a ten-year plan for capital needs.

Help maintain existing shop assets in a safe and functional manner.

Smooth out the peaks and valleys in capital equipment purchases.

Correct problem areas before they become expensive or unsafe.

A list of Fleet shop assets, their estimated life, current value, depreciated value, and annual depreciation expense shall be generated and updated annually.

Fleet Operating Reserve

A Fleet Management operating reserve shall be projected annually and carried forward in the division fund balance ensuring that at least one month of operating reserves (1/12th of total budget less personnel and capital costs) are available to:

Protect Fleet against small, incidental losses.

- Ensure that adequate operating capital is available to purchase parts, and to maintain an adequate staff for repairs.

Cushion against unanticipated revenue shortfalls.

Support Fleet Management through Department emergencies that may require unanticipated expenditures of funds to lease, maintain, and support emergency equipment and vehicles.

An estimate of the revenues needed to maintain the pre-established balance shall be done as part of the annual Fleet budget process.

It must be recognized though, that Fleet Operations are a general fund activity and any operational reserve is subject to be reauthorized into other areas of the general fund at any time. It is good management practice to have the reserve, but it is just as good to plan for the loss of the reserve.

Vehicle Replacement Fund

The vehicle and equipment replacement fund is managed by Fleet Management and is projected to Finance annually based on depreciation including 4% inflation. This information is taken from the information that is found on the fleet management operating software. The fund will have a separate account for general funded departments and each enterprise funded departments. At this time the enterprise departments are Airport, HURF, Sewer, Solid Waste and Water. Vehicles that are fully funded and owned by the replacement fund shall be replaced after they have fulfilled their life cycles. The vehicle replacement fund is designed to purchase the vehicle with installed equipment necessary for the vehicle. Capital items such as computers, radios and specialty tools are not included in replacement costs. Departments should have a capital replacement fund for those items. This fund is also funded by the disposal of vehicles that have reached their useful life and put into the correct account.

ADMINISTRATIVE GUIDELINES

Subject: Fleet Utilization

Origination Date: 9/2014

Revision date: 01/2020

Fleet Utilization

Goal: Establish a fleet committee to set standards for utilization and who will also be responsible with making decisions to retain, eliminate underutilized vehicles in order to maintain the right sizing of our fleet

The City of Buckeye recognizes that it has a substantial investment in vehicle and equipment assets that its departments need for the delivery of services. Effective management of these fleet assets is imperative in order to keep Departmental operations at peak efficiency and readiness. Establishment of an aggressive utilization policy provides an important element in achieving this objective.

The Fleet Management Committee (FMC) shall be established and charged with making decisions to retain, reassign, eliminate, or assign pool vehicle status to inefficiently utilized vehicles and equipment. The committee shall also investigate program applications and make recommendations on alternatives to ownership of such units.

Fleet Management Committee/Cabinet

It is the responsibility of the FMC to analyze the usage of the fleet just prior to the budget development process and the annual vehicle purchasing cycle. The FMC should be comprised of representatives from the following departments or divisions:

- Manager and/or Superintendent of Fleet Management- non-voting member
- Fleet Analyst (usage records)-non-voting member
- Police, Fire, Water Resources, Streets, Development Services and Community Services
- Finance Department
- Risk Management

Summary of Committee Responsibilities

One of the purposes of the FMC is to evaluate usage and application data on vehicles that are being under-utilized, over-utilized, or improperly utilized (units with abnormally high maintenance and/or damage costs), which therefore do not meet the established class parameters.

Once a vehicle falls into this exception category, the customer department shall be interviewed to review the usage records and to present justification for maintaining the vehicle's assignment and status. Should the committee decide that there is insufficient justification for the current assignment, the unit may be reassigned to substitute as a replacement in another application, disposed of as surplus, or replaced with a more applicable vehicle for the task being performed.

The FMC is assigned the following responsibilities to ensure complete and proper evaluation of the City's fleet utilization:

- Review departmental functions in relation to low or inefficient vehicle and equipment utilization.
- Evaluate actual usage-per-month per vehicle class.
- Develop usage standards.
- Evaluate technology in vehicles and equipment.
- Develop and review the structure of the motor (rental) pool.
- Evaluate planned replacements during the budget process.
- Evaluate requests to continue using vehicles and equipment that are recommended for replacement.

- Serve as a key resource to the City Manager/Mayor/Council and other Department officials for budgetary, program review, and fleet asset management decisions.

Additional members can be added to the FMC, but the central group, once defined, should remain the same. In most cases, after initial setup and training, the committee needs to meet only during budget preparation season and only to discuss issues that have not been resolved through normal channels between the Fleet Management and the user departments.

Until the FMC is fully staffed and functional, Utilization Reports will continue to be routed to the various department directors from the Public Works Director with the recommendation that the affected department evaluate their underutilized vehicles to be turned in to the Fleet Management Division for further disposition.

Utilization Standards

Utilization parameters may be set by vehicle class or by individual unit. Utilization numbers can be acquired by polling other fleets of similar size, composition, municipal setting, and function. Most of the usage data shall be from historical fleet records such as analyses of usage patterns for a class or unit for a period of two to four years. The customer department class usage patterns may be further separated to compensate for seasonal usage peaks and valleys. Utilization must be evaluated from a mileage, fuel consumption, hour meter reading, and monthly or yearly assignment basis, and therefore may not always be available from normal usage input sources such as fueling, odometer, or hour meter updates. Thus, customer departments may have to be polled for usage updates.

Most departments have special application units that can be excluded from analysis by the FMC, but all such units should come under committee scrutiny at least once. The analysis should include alternatives to owning the unit, such as arranging a short-term rental or lease, contracting for short-term service with another Department that owns a similar unit, or utilizing a contract vendor to perform the service.

In establishing usage parameters, the unique needs and characteristics of the Departments should be kept in mind. Service delivery to the citizens is of paramount importance to the departmental customers of Fleet Management.

Recommended Standards

The following usage standards are recommended to assist with the initial implementation of a FMC. Be advised: No two government entities are the same. Therefore, usage standards must be evaluated to address specific department levels of service and responsibilities.

City of Buckeye Standards

All light, medium and heavy vehicles = 300 miles per month for the latest 12 month period.

All Hour metered equipment = 20 hours per month for the latest 12 month period.

Utilization Review

Unless special circumstances dictate, the Fleet Management Committee shall meet periodically at times that correspond closely to upcoming fiscal events such as budget generation, budget implementation, budget review, and the fleet specification writing and vehicle-purchasing schedule.

Fleet Management will generate a monthly spread sheet to notify customer departments on their monthly utilization. This will let them know if they may have inefficiently utilized equipment and might request a response for evaluation by the committee. The customer department may request more information from Fleet Management and, if not represented on the committee, send a representative to the meeting to clarify the usage and provide more detail.

Results of the meetings should be documented and recorded for review by the City's Manager/Mayor/Council. These documents may also become a part of the City's budget program review process to evaluate departmental program needs and effectiveness.

Utilization Review (Records and Transfers)

It is the responsibility of Fleet Management to maintain records of vehicle usage, transfers, vehicles under evaluation, and vehicles that require a follow-up after a preliminary review. In order to accurately complete this task, Fleet Management may use a member of the FMC staff to produce minutes of the FMC meeting and to prepare an agenda for upcoming meetings.

Multi-Functional Units

The Fleet Management Committee places a priority on identifying locations or tasks that are conducive to converting existing single task vehicles into vehicles with multiple capabilities. For example, a low-usage, single application sedan may have multiple applications if a van was substituted in its place. A more versatile larger backhoe or a loader with optional quick-connect backhoe attachments could replace a backhoe used for small jobs.

A more versatile unit may be acquired during the normal replacement cycle. Funding for the upgraded or more versatile unit is from normally accumulated replacement money, supplemented by capital funds from the departments that shall benefit from the upgrade.

If it is practical to acquire a diverse unit outside the normal replacement cycle, the unit or units to be replaced can be used in trade for the upgraded unit or can be sold at auction, and the sales revenue can be combined with the designated accumulated replacement funds in order to acquire the more appropriate vehicle or equipment.

The guidelines used by the committee are intentionally general so that a maximum amount of creativity and inter-departmental cooperation may be applied to a wide variety of tasks, applications, and programs.

Exempt Class Units

Equipment class code 100 consists of tools and specialized equipment that are needed for special projects. They will be excluded from the utilization study by the Fleet Management Committee. Owning departments with the help of Fleet will decide when useful life and costs warrant justification of keeping in service or replacement.

Using the Fleet Computer System for Usage Analysis

Once the utilization criteria is set by unit, class, or sub-class, the data is entered into the system, or it is entered into a specially designed database to which usage information can be downloaded from the fleet or fuel system. This shall generate exception reports that can be utilized by Fleet Management and the Fleet Management Committee. It is the using department's responsibility to provide Fleet with the accurate mileage/hours at the end of each month on all vehicles and equipment. Accurate utilization numbers are critical to the process.

FLEET MANAGEMENT COMMITTEE

COMMUNITY SERVICE, DEVELOPMENT SERVICES, FINANCE, FIRE, FLEET, POLICE, PUBLIC WORKS, RISK MANAGEMENT AND WATER

UTILIZATION REVIEW

TECHNOLOGY

MOTORPOOL

REPLACEMENT

EVALUATE USAGE-PER MONTH PER CLASS

EVALUATE TECHNOLOGY IN VEHICLES & EQUIPMENT

DEVELOP AND REVIEW STRUCTURE

EVALUATE PLANNED REPLACEMENT

DEVELOP USAGE STANDARDS

EVALUATE EXTENDING LIFE CYCLE

DEVELOP AND REVIEW STRUCTURE

KEY RESOURCE TO CITY MANAGER/MAYOR/COUNCIL AND CITY DEPARTMENTS FOR BUDGETARY, PROGRAM REVIEW AND FLEET ASSET MANAGEMENT DECISIONS

ADMINISTRATIVE GUIDELINES

Subject: Replacement Policy

Origination Date: 9/2014

Revision date: 01/2020

Replacement Policy

Goal: To establish an economical replacement time frame for the classes off vehicle by analyzing age, mileage, repair/ maintenance data to be compared to depreciated value and to provide direction to departments on replacement policy, scheduling and funding procedures.

Policy Overview

The most advantageous replacement frequency is not a preset; inflexible interval as has been used in past years for most fleets. The most economical replacement opportunity will occur within a specified time frame (Replacement Zone) allowing a manager to manage the fleet based on an annual evaluation and prioritization process.

The City of Buckeye has adopted a Replacement Zone program of managing the life cycles of fleet units.

Fleet Replacement Procedure

With few exceptions, only those vehicles meeting the Replacement Zone criteria, designed for a respective class, will be evaluated for replacement. The Public Works Department Fleet Management Division (Fleet Management) will determine replacement candidates and meet with departmental representatives to discuss those candidates selected. Next, Fleet Management will present preliminary replacement lists to the customer departments and to the Budget and Finance offices for review and comment.

The listing will reflect the top priorities in order by customer department. Next to each listing will be an estimated replacement cost as well as a penalty fee for not replacing the vehicle. The "penalty fee" is the additional amount of funding added to the vehicle maintenance and replacement budgets if the vehicle is not replaced. The penalty fee compensates Fleet Management for additional maintenance costs for the older vehicle, and for lost resale value from selling the vehicle at an older age/higher mileage. The penalty fee will be specifically identified each year and compared to the two preceding years, and will be used to support justifications for fleet replacements.

A special replacement request may be initiated by a customer department during the year and presented in writing to Fleet Management. All requests will clearly identify why a fleet unit should be replaced sooner than its data and physical evaluation indicate should it be outside the Replacement Zone. Decisions may be appealed, in writing, to the Fleet Management Committee (FMC).

Replacement Zones

A fleet unit shall be considered to have met its economical replacement point when it has reached the optimum replacement criteria in the Replacement Zone. A Replacement Zone is a specific length of time during which a unit will be evaluated for replacement. The replacement criteria to be evaluated are based on age, mileage, utilization, maintenance cost, downtime, physical condition and obsolescence. Replacement of fleet units that have entered the Replacement Zone and are evaluated and prioritized for replacement during the next fiscal year will be subject to budgetary review and management authorization.

How the Replacement Zone Works

As an example, if the predetermined replacement target, based on historic usage, costs, etc., is six years, and the Replacement Zone for a given class of equipment is four to eight years, the Replacement Zone would then be defined as follows.

The first number in a Replacement Zone, four years, is the entry year. This is the first year that a unit in this class can be evaluated for replacement. A routine analysis of the cost data and the results of a routine preventive maintenance inspection should confirm the replacement status of this unit.

The 6th year is projected (based on historic cost and usage trends) to be the most cost-effective time to replace units in that class of equipment. Prior to the budget development process for the 6th year, a comprehensive physical evaluation will be performed. The inspection should coincide with a PM inspection and utilize a comprehensive checklist. A detailed cost analysis and comparison with other units in the class will result in sufficient information to make a decision to either replace now, to keep on track with the current replacement schedule, or to extend the replacement target date.

The 8th year is the maximum time a unit can be in service in that class without either replacement, reassignment to a lesser use, a scheduled rebuild, or reevaluation of its necessity and/or usage in its present assignment.

Replacement Priority Assignment

Priorities for replacement shall be assigned on a spreadsheet in descending order of usage and average annual maintenance cost. Thus, the highest mileage vehicles that are also the highest in maintenance costs are identified and flagged in their order of replacement priority. The vehicle is then physically inspected and a thorough analysis of the cause of high maintenance is performed. If vehicle **abuse/damage is** a factor, the **customer department** should respond and reverse the problem. If major components have been installed which raise its immediate maintenance numbers but lengthen its service expectancy, a reassignment of replacement priority may be necessary.

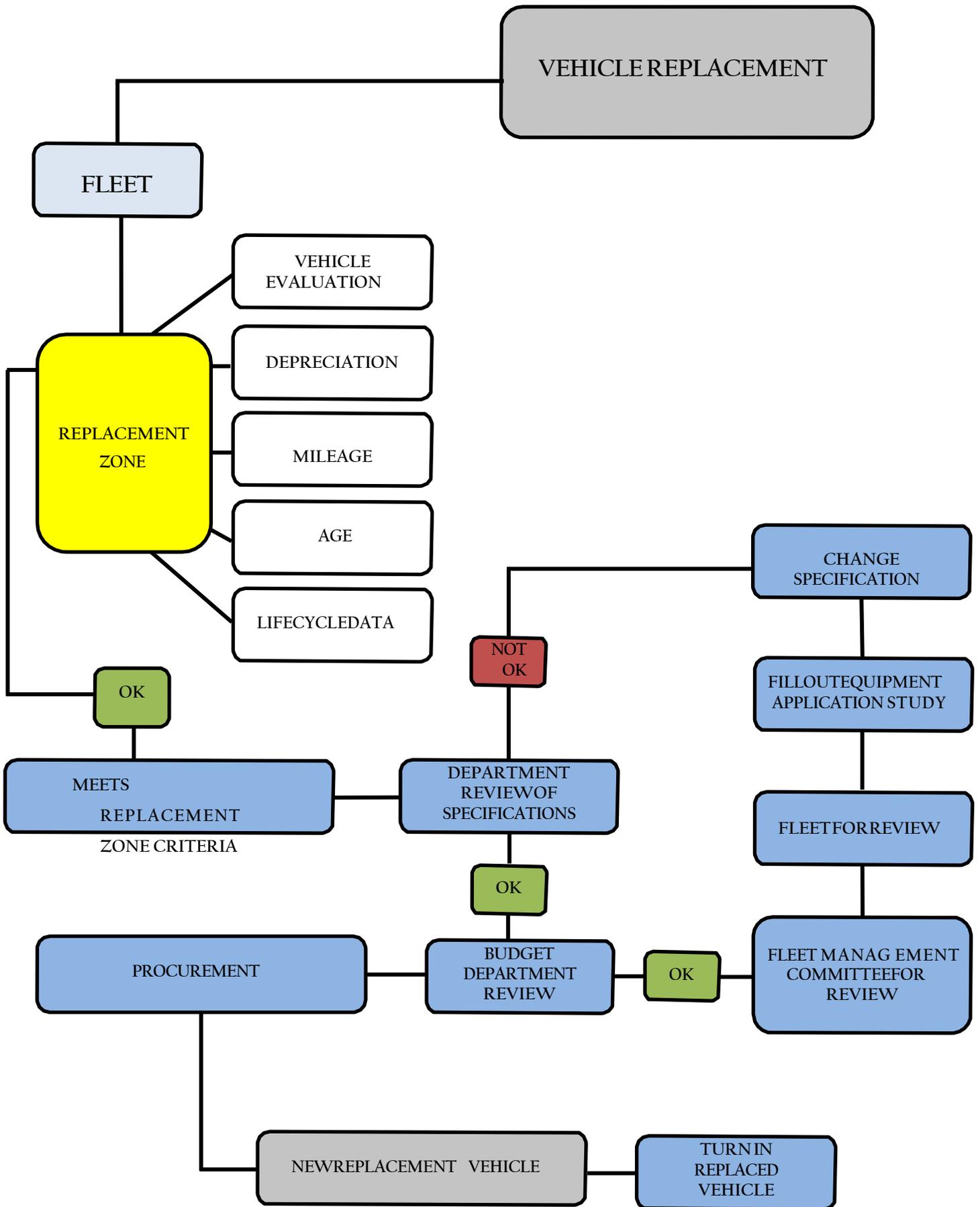
However, when **major repairs occur**, the work should be performed under a "**Capitalized**" work order process, thus eliminating the need to include the cost of the work performed in maintenance cost evaluations. Capitalized work is considered a refurbishment of a vehicle to extend the life cycle and equipment upgrades such as emergency lighting, tool boxes, etc... It should be applied to larger equipment with regards to being cost effect. Once equipment is capitalized it will be put into a different class code so it would have a longer life cycle and not show up on replacement reports.

Sample Replacement Assignment

Hypothetically, unit 100, a 1/2-ton pickup assigned to street operations, may show similar mileage but lower maintenance cost than another in its class. Unit 104, however, may reflect higher maintenance costs because its engine has just been replaced and its useful life thereby extended. Unit 100 may be due for a new engine soon. Thus, based on a physical evaluation the unit with the lower maintenance cost, unit 100, may be the most sensible replacement candidate of the two. This may occur if the engine rebuild was not performed under a "Capitalized" work order.

Normally, vehicles near the top of a list arranged by descending usage and cost priority are accurately depicted as the highest replacement candidates. However, all units that have entered the Replacement Zone should appear in the descending order listing and should be analyzed as replacement candidates by performing thorough physical inspections and a cost analysis.

After all units are evaluated and listed in prioritized order of replacement, a replacement cost is assigned to the individual units. The sum of all units' costs shows the total budgetary impact of replacement of all the candidates on the list. A replacement cutoff based on available funds can then be made to accommodate budgetary constraints. The final list is reviewed by customer departments and submitted by the Fleet Manager to the Budget Office and/or to the City Manager for final approval.



Additional Vehicles and Equipment

Any customer department seeking to increase its fleet size must seek approval by the FMC. When units requested by a department are in addition to the fleet (not replacing existing fleet units), an Equipment Application Study (EAS) must be completed showing the need for the addition. The customer department will submit an EAS form along with its recommendations to Fleet Management, who will then add recommendations and submit all of the information to the FMC. If approved, the customer department requesting the fleet addition will include capital funds in that year's budget for the equipment purchase and add funds to fleets maintenance and repair budget.

Recycled Vehicles/Equipment

Recycled or "re-used" units are vehicles or equipment that have completed their economic life in one area of fleet application but are retained in the fleet for lighter application or occasional usage. New units will replace the older units in their original use. For Fire Department applications the Pumper and Aerial units will be used in a five-year primary reserve role depending on life cycle costs. Fleet Management will evaluate mechanical history, downtime history, and their current condition to determine the feasibility of recycling. The FMC will then review a request to recycle the unit. Fleet Management may recycle a unit to a reduced usage position in the fleet for seasonal applications, capital reduced situations, or equipment pool needs such as a backup unit, or for special projects. The unit's Maintenance Standard (PM program) may require changes.

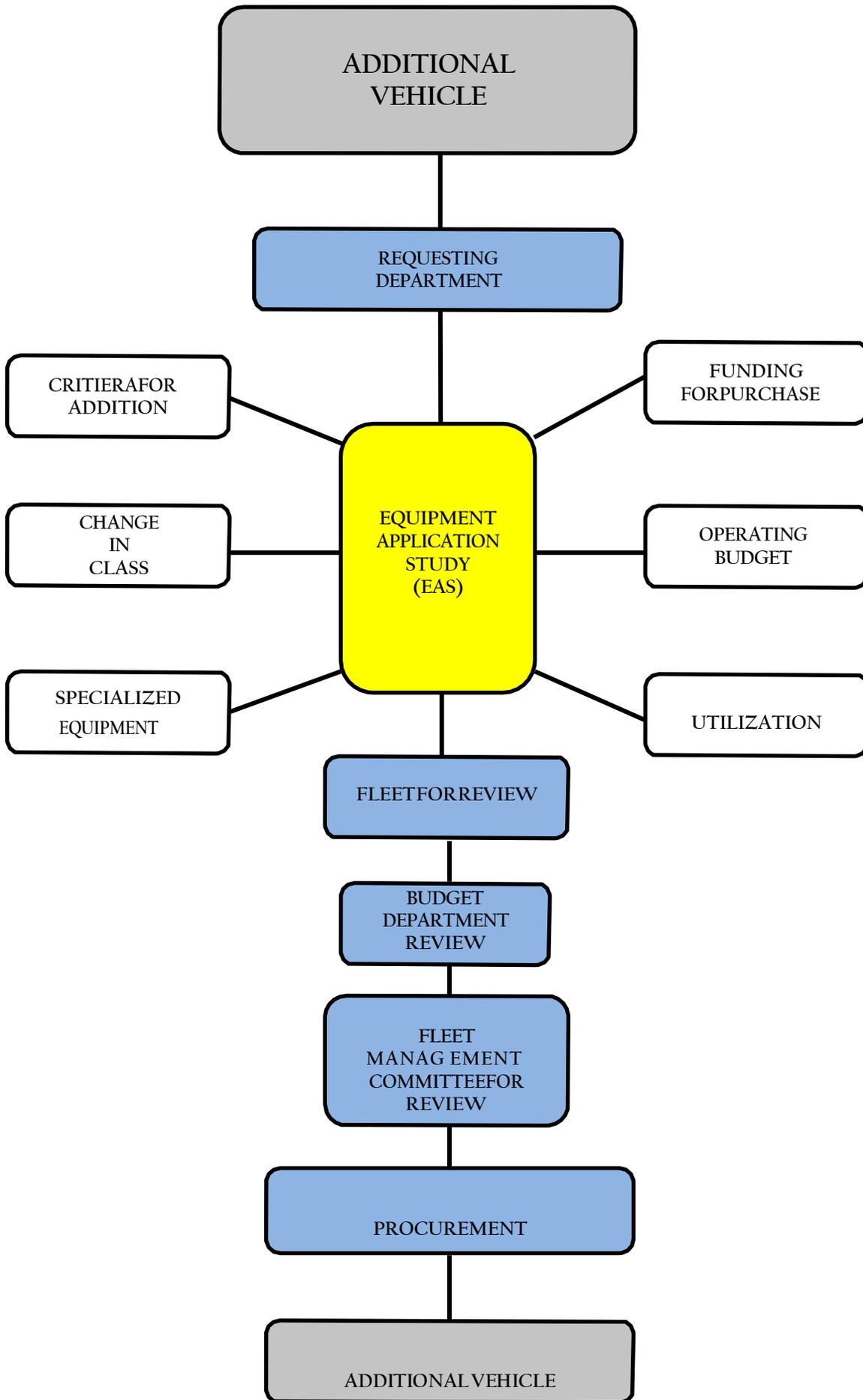
Other Vehicles/Equipment

- Forfeiture
- Grant Funded
- Leased
- Used from other Municipalities
- Defense Reutilization and Marketing Office (DRMO)

When other vehicles/equipment are an addition and put into service the using department will pay for all repairs needed to put vehicle/equipment into service and will need to transfer funds for routine maintenance and repairs to fleet. If major repairs (capitalization) are needed owning department will pay for these repairs or vehicles/equipment will be put out of service.

Exempt Class Units

Equipment class code 100 consists of tools and specialized equipment that are needed for special projects. They will be excluded from the utilization study by the FMC. Owning departments with the help of Fleet Management will decide when useful life and costs warrant justification of keeping in service or replacement.



Replacement of Total Loss Vehicles

Vehicles that have been deemed a total loss by Fleet Management and Risk Management shall be subject to the following criteria for evaluation for replacement:

- Did an insurance program that will fund its replacement cover the vehicle?
- Can the vehicle replacement be funded from existing funding levels within the operating department?
- Is there another vehicle that is currently not meeting the minimum vehicle usage criteria in the fleet that can be transferred to this department?
- Does the vehicle pool have a vehicle that can be transferred to this department without affecting the pool's ability to meet its rental needs?

If, after these criteria have been fully evaluated in the order listed above, a method of funding has not been reached, then Fleet Management shall request additional replacement capital funding to be approved by the Budget Review Team, through the recommendations of the FMC

Totaled out vehicles will use insurance reimbursement plus depreciation. If funding is still not enough the using department will make up the replacement difference

Funding

A fleet replacement fund is used for accumulating money necessary to replace vehicles/equipment at the beginning of their replacement zone. The fleet replacement fund is used for the replacement of existing vehicles/equipment only. Fleet Management is responsible for projecting the full depreciation costs of vehicles/equipment. Funding is based on the estimated replacement cost and the useful life (replacement zone) of each vehicle/equipment. Inflation is figured at 4% annually. When General Funded vehicles are sold at auction the salvage funds will be put back into the reserve fund to offset next purchases. All Enterprise Departments (Airport, HURF, Water/Sewer and Environmental Services) will each have a separate reserve fund. Not all of the vehicles/equipment will be ready for replacement at the beginning of the replacement zone but the funding will be in place earning interest to help offset inflation. Departments' are responsible for additional costs if vehicles/equipment are:

- An addition
- A change in class
- Replaced before scheduled time
- Totaled vehicles/equipment

Funding Example: 2019 Patrol - \$54,672 (Turn Key) 48 (Month Life) x \$1,139.00 (Depreciation per Month) + \$2,187.00 (Per Year Inflation = 4%) = \$56,859 at the end of the four years, which would be deposited into the replacement fund.

Departments are responsible for complete replacement cost (new purchase) when replacing Defense Reutilization and Marketing Office (DRMO), forfeiture vehicles, leased and used vehicles/equipment obtained from municipalities. These replacements are considered additions to the fleet.

Fuel Efficient and Alternative Fuel/Clean Fuel Vehicles

The City of Buckeye is dedicated in pursuing and purchasing fuel efficient, (right sized vehicles to meet department's needs) and alternative fuel/clean fuel vehicles that will improve air quality standards. The purchase of the alternate fuel/clean fuel vehicles/equipment will be original manufacture equipped, operator and technician friendly, and will not interfere with the ability of departments to do their job. Administrative type vehicles, for instance, should be considered for hybrid or similar dual fueling applications. Heavy equipment and vehicles should be certified to be able to use bio-diesel fueling applications. Our long range goal is to purchase the best proven available technology that will meet our application needs and improve air quality.

These types of green purchases will result in lower emissions in our ever increasing fleet, and will not result in the significant investment of capital to ensure that we are able to operate an alternative fuel/clean fuel fleet for the City of Buckeye. If a department requests to purchase a vehicle or equipment with a particular new technology of fuel then they will be responsible to consult with Fleet Management so that they have the ability, tools and that the facility is equipped to maintain the proposed vehicle or equipment. The capital cost of the new vehicle and/or equipment shall also include the necessary tools and/or training for the technical staff that will be charged with maintaining the new vehicle or equipment. The key to low emissions with all of our fleet lies with proper preventive maintenance. Preventive maintenance prolongs the life, keeps the emissions low, and saves the precious resources of the City of Buckeye.

ADMINISTRATIVE GUIDELINES

Subject: Equipment Specifications

Origination Date: 9/2014

Revision date: 01/2020

Equipment Specifications

Goal: Determine standards on vehicles and equipment to meet job needs

Vehicle and Equipment Specifications (Standards)

Policy and Procedure

The City of Buckeye has adopted a revised process for developing specifications for new purchases and replacements for the fleet. The process uses Fleet Standards to specifically identify what type of tasks a vehicle performs, then directly relates those tasks to technical specifications resulting in vehicle and equipment Standards (This form is found on the Fleet web page). The process is designed to ensure that when a vehicle is purchased, it is adequately designed or specified to perform all the tasks that the customer department wishes, while also being designed to provide cost-effective operations throughout its useful life or Replacement Zone.

The process starts with an Equipment Application Study or EAS. In some cases, an EAS is not required, as with the addition of a marked police unit and fire pumper, ladder and ladder tenders, because we know what the vehicle will be doing throughout its useful life. If the Fleet Management staff decides that a unit may have a different replacement zone, or maintenance standard when compared to a like unit in the fleet or in the industry, that unit will be required to proceed through this process.

The Fleet Standards process will reduce vehicle maintenance costs and downtime and eventually may extend equipment Replacement Zones. Fleet Standards is the first of the three processes implemented in Fleet Management to reduce cost and downtime and to increase Replacement Zones. The other two programs outlined herein are:

- Maintenance Standards
- Replacement Zones (Standards)

Combined, these three critical elements are known as the Fleet Value and Stability Program.

The Fleet Standards process follows a specific outline for development and implementation, which is described below:

- Fleet Management develops specifications for those fleet units for which it has the asset management responsibility, in cooperation with the using department.
- Specifications are developed and updated on an as-needed basis, as early in the fiscal year as possible (subject to known/projected needs, availability of specification information, etc.).
- Specifications consider the using department's needs to the maximum extent possible, while also providing for standardization of similar fleet units to promote unit assignment flexibility.
- Fleet Management can supply additional details or requirements for this process upon request.

Specifications attempt to maximize supplier options, while providing satisfactory equipment

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These types of green purchases will result in lower emissions in our ever increasing fleet, and will not result in the significant investment of capital to ensure that we are able to operate an alternative fuel/clean fuel fleet for the City of Buckeye. If a department requests to purchase a vehicle or equipment with a particular new technology of fuel then they will be responsible to consult with Fleet Management so that they have the ability, tools and that the facility is equipped to maintain the proposed vehicle or equipment. The capital cost of the new vehicle and/or equipment shall also include the necessary tools and/or training for the technical staff that will be charged with maintaining the new vehicle or equipment. The key to low emissions with all of our fleet lies with proper preventive maintenance. Preventive maintenance prolongs the life, keeps the emissions low, and saves the precious resources of the City of Buckeye.

Requesting an Equipment Application Study (EAS)

Equipment Application Study is a process used to assist in determining vehicle and equipment job needs. The results of the EAS will help establish the Vehicle Standard used for that job type. Customer departments, in coordination with Fleet Management, will perform an EAS for all vehicle purchases including some replacements. The study will address in detail all job requirements of the unit to be acquired as identified by the customer department. The Fleet Management Division will apply existing vehicle and equipment standards to the proposed acquisition. When an appropriate standard is identified, it will be used to request or bid that vehicle. The EAS can be found on the City's Intranet under departments, public works, and fleet management.

Changing an Established Standard

Established vehicle and equipment standards can be modified, deleted, or substantially changed under the following conditions:

- The customer department requests the change (in writing) and includes a revised EAS to substantiate the change and includes a revised budget estimate to judge the impact of the change. Fleet Management will consider the request and may consult with personnel from other departments, budget and finance, and senior management officials before making a determination to change specifications standards, or stay with existing standards.
- The existing specifications have proven to be inadequate and have resulted in higher costs for parts and repairs or increased downtime.

Establishing a New Standard

The Contracts and Procurement Division, Customer Department representatives, and Fleet Management will develop new standards cooperatively. The revised EAS may suggest a shift to an existing standard with the desired features or may require that new specifications and standards be developed. Fleet Management along with the help of Procurement will maintain the official "standards library."

VEHICLE/ EQUIPMENT ADDITION-REPLACEMENT APPLICATION (EAS)

CONTACT _____ DATE _____
 DEPARTMENT _____ NAME _____
 DIVISION _____ PHONE # _____
 ADDITION EMAIL _____
 OR
 REPLACEMENT OPERATOR NAME _____
 CONTACT INFO _____

ALTERNATE FUEL YES NO

VEHICLE # AND DESCRIPTION OF VEHICLE BEING REPLACED _____

DESCRIPTION OF VEHICLE BEING ADDED _____

SPECIFICATION CHANGE YES NO

EXPLAIN _____

PROJECTED ANNUAL USAGE

TAKE HOME YES NO REASON _____

ADDITIONAL GL# _____

OR

REPLACEMENT GL# _____

MAINTENANCE GL# _____

SPECIAL EQUIPMENT

COMPUTER	<input type="checkbox"/>	EMERGENCY LIGHTING	
PRINTER	<input type="checkbox"/>	4 CORNER STROBES	<input type="checkbox"/>
COMPUTER STAND	<input type="checkbox"/>	MINI LIGHT BAR	<input type="checkbox"/>
PRINTER STAND	<input type="checkbox"/>	LIGHT BAR	<input type="checkbox"/>
RADIO	<input type="checkbox"/>	SUPERVISOR BAR	<input type="checkbox"/>
GPS	<input type="checkbox"/>	LED LIGHT STRIP	<input type="checkbox"/>
BEDLINER	<input type="checkbox"/>	SPOT LIGHT	<input type="checkbox"/>
BED COVER	<input type="checkbox"/>	BACK UP ALARM	<input type="checkbox"/>
WATER JUG/HOLDER	<input type="checkbox"/>	OTHER- PLEASE DESCRIBE	_____

TOOLBOX
 CROSSBOX
 SIDE BOX WHICH SIDE _____

OTHER-PLEASE DESCRIBE _____

FOR FLEET COMMENTS ONLY	
VEHICLE CLASS #	SAME <input type="checkbox"/> NEW <input type="checkbox"/> IF NEW, WHY _____
ESTIMATED PURCHASE PRICE	_____
ESTIMATED LIFE CYCLE	_____
LIFE CYCLE COST ON MAINTENANCE ANNUALY	_____
RECYCLED AFTER FIRST LIFE CYCLE?	YES <input type="checkbox"/> NO <input type="checkbox"/>
AUCTION	YES <input type="checkbox"/> NO <input type="checkbox"/>
FLEET UTILIZATION MANAGEMENT COMMITTEE EVALUATION	
DATE	_____
CONCUR WITH VEHICLE REQUEST?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF NO, WHY NOT	_____
DISTRIBUTION	
VEHICLE MASTER JACKET	YES <input type="checkbox"/> NO <input type="checkbox"/>
USER DEPARTMENT	_____
FLEET MANAGEMENT	_____
PURCHASING	_____
BUDGET	_____
DEPARTMENT MANAGER	_____
PROCUREMENT	_____

ADMINISTRATIVE GUIDELINES

Subject: Bid Evaluation

Origination Date: 9/2014

Revision date: 01/2020

Bid Evaluation

Goal: Criteria for best value.

The bid evaluation process is designed to ensure that the vehicles and equipment being offered by vendors meet the specifications or standards established by the City of Buckeye. The City will use a combination of evaluation techniques. Some of these are:

- Purchases may be made on an adopted contract whenever possible to expedite acquisition.
- Bid evaluations will consider the extent to which bids meet or exceed the minimum requirements.
- Bid evaluations may be based on the total costs over the productive life of the vehicle (Life Cycle Costs)
- When necessary, equipment demonstrations deemed may be conducted to assist in the evaluation process.
- If needed, a scheduled visit will be made to the bidder's factory and local support site.
- Outstanding warranty claims and the efficiency of repair will be examined.
- Fleet Management will help evaluate bids for those fleet units for which it has asset management responsibility.

If site visits are needed, the costs will be identified during the annual budget process and allocated back to the vehicle being purchased. However, this cost is not to be used as a determining factor in the bid award. Suppliers and bidders are not allowed to fund site visits during the bid award and evaluation process.

ADMINISTRATIVE GUIDELINES

Subject: Equipment Transfer, Turn- In and Disposal

Origination Date: 9/2014

Revision date: 01/2020

Equipment Transfer, Turn-In and Disposal

Goal: Establish and streamline procedure for vehicle/equipment transfers and removal from service.

Transfer Procedure

The Fleet Management Division shall manage the Customer departmental assignment of all units for which it has asset management responsibility.

Transfer requests and/or new equipment requests shall be made to the Fleet Management Division by the department that will receive the fleet unit.

Transfer and new equipment requests must be approved by the Fleet Management Committee should there be considerable remaining life in the vehicle.

Fleet units that are no longer needed by an agency may be returned to the Fleet Management Division at any time, with written notice, requesting termination of the unit's assignment.

After receipt of the Notice of Transfer, billing will be changed to the newly assigned department.

Vehicle and Equipment Disposal

The Fleet Management Division is responsible for all City vehicle and equipment asset disposal for vehicles that are listed on the fleet inventory with the exception of, DRMO, forfeiture, abandon and accident/court case vehicles and equipment. These will be the responsibility of the Police Department. A memo will be sent to the City Manager listing the asset number, mileage and reason for disposal. In turn the asset title will be notarized and sent to Fleet. This will centralize the process and decrease overhead associated with advertising, cost of sale, storage, and fund transfers after the disposal process. The identification of opportunities for specialized equipment disposal, requiring a specialized contractor, will be a high priority each year during the planning process for the upcoming year's disposal program.

Surplus Property Disposal

Attached you will find the City of Buckeye Surplus Property Disposal Procedures. This procedure will assist staff with the proper way to dispose of the City's surplus property. Construction and Contracting Division will handle the disposal process to ensure the disposal of surplus property is done in the best interest of the city. The Police Department will continue to handle the disposal of items seized, confiscated or found by the Police Department according to their Policies and Procedure and applicable Federal, State and local requirements. If you have any questions concerning this procedure, please contact the Procurement Division

<https://www.buckeyeaz.gov/Home/ShowDocument?id=7033>

ADMINISTRATIVE GUIDELINES

Subject: Fleet Employees

Origination Date: 9/2014

Revision date: 01/2020

Fleet Employees

Goal: To develop procedures to ensure that technicians have appropriate training, licenses and certifications with funding. Establish personnel qualifications to perform inspection, repair and maintenance/management functions and to set repair authorization limits.

Ethics and Conduct

The City of Buckeye is committed to operate all activities within the spirit and letter of all laws and regulations affecting the city's businesses and employees. Employee must exercise the highest level of integrity, ethics and objectivity in their actions and relationships which may affect the city. Employees must not misuse their authority or influence of their positions in these relationships. Moreover, an employee has the duty to act in the best interest of the City Buckeye at all times. For guidelines see the City of Buckeye HR Department Personal Rules and Policy Manual located on the intranet.

- Chapter 3 Section 322 :Conflict of Interest
<https://www.buckeyeaz.gov/Home/ShowDocument?id=7037>
- Chapter 3 Section 350 :Political Activity
<https://www.buckeyeaz.gov/Home/ShowDocument?id=7039>
- Chapter 6 Section 610 : Standards of Conduct

Technician Qualifications

The lack or deferral of training for fleet technicians creates a costly cycle of repeat repairs, increased downtime, inaccurate diagnostic practices, and unhappy employees and customers. Therefore, ongoing training of Fleet Management personnel is a high priority. Training shall be designed to meet the challenges of ever-changing technology and to promote maximum productivity. Training shall also include educational courses required to comply with the appropriate local, state, or federally mandated programs. All General Technicians should have some type of ASE Certifications. These training needs shall be accomplished using the following two approaches.

Technician Training Programs

Fleet Management Funded

After meeting annually with employees and discussing their training priorities and goals, the Fleet Superintendent shall establish a training schedule for each fleet employee and request funding using the normal budget development process. Prioritization may be required.

Specialized Requirements

Specialized requirements are instances in which special training is required, due to new vehicle or computer system purchases, or when other changes in support services are required that were unforeseen during the annual budget development process. The method for securing this special training shall be the inclusion of the required training funds in the purchase price of the

assets/service being acquired. This cost should be capitalized into the asset/program being acquired or developed.

A method of tracking endorsements for Technicians within the agency is in place thru the fleet management software.

Authority/ Qualifications for Repair and Maintenance

Job descriptions that outline the functions and levels of expertise of personnel are developed so that the scope of responsibilities for inspections, repair and maintenance is clear. The Fleet Superintendent will clearly outline the policy for repairs over a certain amount to ensure repairs are performed in the most cost efficient and effective way.

Job Classifications

Fleet Manager: First level of general management within the City. Manager has line item budget responsibility and is charged with the implementation of services and/or programs which provide fleet maintenance services including preventive maintenance, repair, assistance in acquisition of City fleet vehicles, supervising staff and focusing on customer service. Duties include serving as a liaison, ensuring quality and that rules, regulations, laws and policies are compiled.

Primary Duties and Responsibilities:

- Coordinates, supervises, and manages inspection, maintenance and repair of vehicles and equipment, in compliance with City procedures and policies.
- Consults with departments on equipment usage and needs; assists in the development of equipment replacement program.
- Determines vehicle and equipment needs, develops specifications, evaluates new equipment bids, and coordinates purchases.
- Manages staff and evaluates performance; monitors operations to identify and resolve problems and priorities.
- Reviews and inspects the work of the assigned staff to assure the work quality, and the timely accomplishment of assigned duties and responsibilities.
- Maintains records and logs of services performed and general vehicle information; analyzes costs, writes reports, and prioritizes work orders.
- Manages fleet and equipment warranty and replacement programs; reviews status of vehicles and equipment; recommends equipment replacement and major repair options; manages the preventive maintenance program for standard care of vehicles and equipment.
- Establishes work policies, schedules, and repair and maintenance standards.
- Prepares budget estimates for fleet maintenance operations.
- Assures compliance with all safety rules and regulations.
- Coordinates staff training programs.
- Maintains records and files.
- Performs other duties as assigned or required.

Experience:

Bachelor's Degree in a related field, and five (5) years vehicle fleet maintenance experience, including three (3) years of lead or supervisory experience; OR equivalent combination of

education and experience. Accredited Fleet Manager Certification and ASE Certifications for Light Duty/Heavy Duty are required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of business computers and software applications.
- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment.
- Knowledge of the principles of record keeping and records management.
- Skill in reading, interpreting, understanding and applying City policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in developing and preparing equipment specifications.

Special Requirements: Possession of a valid Arizona Commercial Driver's License; Accredited Fleet Manager Certification, Master ASE Certifications in Automotive and/or Medium/ HD Trucks and all certifications will be required to be maintained

Physical Demands / Work Environment: Job functions require the following physical demands: some lifting, carrying, pushing or pulling up to 30 pounds. Generally, the job requires 70% sitting, 30% walking/standing. Primarily working in an industrial work environment and must be able to manage frequent interruptions, time pressures, high work volumes, multiple tasks, unscheduled tasks, and team-oriented activities. Must constantly maintain concentration, accuracy, ethical behavior and a professional demeanor

Reports: Public Works Director

Fleet Superintendent: Provides supervision and leadership of staff; directing the efficient maintenance and repair of all City vehicles and equipment; Exercises considerable independent judgment in ensuring compliance with all federal and state mandates pertaining to emissions regulations; ensuring vehicle/equipment maintenance/repairs meet industry standards and work is performed efficiently and effectively with the highest level of quality and service

Primary Duties and Responsibilities:

- Plans, organizes directs and coordinates resource utilization to effectively manage the overall maintenance/repair of a wide variety of vehicles and equipment.
- Monitors budget and reports to validate fiscal responsibility and proper maintenance practices.
- Assists in the development and implementation of: changes in operating procedures, staffing, products and materials used, work policies, maintenance and repair standards, service schedules, quality control procedures
- Provide direction and leadership to Fleet Management
- Analyzes maintenance and repair costs, repair histories, and trends to determine the most efficient and effective repair procedures.
- Oversees warranty recovery
- Coordinates Fleet activities with customers and vendors.

- Evaluates the quality of maintenance repair work.
- Estimates labor and material costs
- Understands and interprets blueprints and schematic drawings to assist in vehicle repair and maintenance.
- Identifies and addresses/resolves personnel related issues in accordance with City Policies and Personnel Rules.
- Other duties as assigned.

Experience: High School diploma or GED, Associates Degree in Automotive Technology and five (5) years of specialized experience including (3-5 years) of lead or supervisory responsibility in the maintenance/repair of automotive/heavy duty equipment OR equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities:

- Knowledge of the basic principles of fleet management, operation and maintenance.
- Knowledge of the principles and practices of vehicle and equipment repair and service procedures.
- Knowledge of federal and state regulations relating to vehicle maintenance facility operations
- Knowledge of computerized maintenance systems and other computer programs for analysis of data
- Knowledge of automotive/heavy duty mechanical repair, maintenance and testing methods
- Knowledge of maintenance needs of automotive/heavy duty and mechanical equipment
- Knowledge of general training needs and techniques, practices and materials used by Fleet Staff
- Knowledge of modern principles of organization and management including, principles and practices of employee supervision, evaluation and training
- Knowledge of safety standards and practices in a shop environment
- Knowledge of Windows, Word, Excel and Outlook
- Skill in working within deadlines to complete projects and assignments.
- Skill in ability to work independently, as well as cooperatively in a team environment.
- Skill in establishing and maintaining effective working relations with co-workers and vendors.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.
- Ability to plan, organize, direct staff and coordinate overall work activities
- Ability to communicate verbally and in written form, knowledge of basic computer skills, Windows, Word, Excel, Outlook or have ability to learn.
- Ability to evaluate quality of repairs and performance of staff
- Ability to develop, train and evaluate staff
- Ability to organize maintenance and repair workload to meet demands
- Ability to analyze shop operations and make corrections as needed
- Ability to monitor budget for maintenance/repair activities
- Ability to provide support and solutions with a high level of customer service.
- Ability to learn and apply the City of Buckeye and Fleet Policy and Procedures Manual

Special Requirements: Possession of a valid Arizona Commercial Driver's License; Fleet Management Certification from a nationally recognized organization shall be achieved within two (2) years of hire date; Master ASE Certifications in Automotive and Medium/ HD Trucks and all certifications will be required to maintain

Physical Demands / Work Environment: Job functions require the following physical demands: some lifting, carrying, pushing or pulling up to 30 pounds. Generally, the job requires 70% sitting, 30% walking/standing. Primarily working in an industrial work environment and must be able to manage frequent interruptions, time pressures, high work volumes, multiple tasks, unscheduled tasks, and team-oriented activities. Must constantly maintain concentration, accuracy, ethical behavior and a professional demeanor

Reports: Fleet Manager

Fleet Analyst: The Fleet Analyst is responsible for performing research and analytical work for Fleet Management, particularly in the areas of cost management, vehicle replacement schedules, performance bench marking, action plan tracking and staffing requirements. The purpose of this position is to do fleet analyses and special studies to implement quality service and operational improvements.

Primary Duties and Responsibilities:

- Designs and analyzes systems, processes, forms and work measurements to effect methods of improvement, work simplification efficiency, improvement of manual processing, or for adaption to computer processing
- Evaluates performance for determination of staffing levels in order to design controlled reporting systems for use in measurement studies
- Studies operational problems such as: equipment utilization, management reporting, staffing patterns and prepares written recommendations for change and/or improvements
- Conducts fleet operation and maintenance cost studies to identify units requiring repair or replacement
- Analyzes departmental equipment needs and advises operating departments on equipment suitability and possible use of alternative types of equipment by considering cost and use factors and other available information
- Projects future equipment replacement requirements
- Reviews output reports from the Fleet Management Software System, analyze for patterns and trends, prepares reports and graphs depicting results of these analyses and recommends appropriate follow-up actions.
- Analyzes the utilization of fleet units and makes recommendations for discontinuance and reassignment of units of seldom used equipment
- Performs monthly performance benchmarking analysis to key performance indicators
- Ensures appropriate reports and statistics are maintained on Fleet intranet page
- Maintains the status boards and/or logs for vehicles sent to vendors,
- Communicates with City employees concerning over runs of estimates and/or established limits and acquires necessary approvals.
- Schedules preventive maintenance of vehicles and equipment Monitors work in progress and advises City employees of delays
- Responsible for all documentation from fuel site
- Other duties as assigned.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the basic principles of work measurement and activity analysis as they pertain to fleet management and maintenance
- Knowledge of the principles of statistical methods and techniques
- Knowledge of safety standards and practices in a shop environment
- Knowledge of computerized accounting principles and practices
- Knowledge of research methods, techniques and reporting methods
- Knowledge of computer systems and applications; equipment management information and other data collection and reporting systems applications
- Knowledge of City policies and procedures.
- Skill in working within deadlines to complete projects and assignments.
- Skill in ability to work independently, as well as cooperatively in a team environment.
- Skill in establishing and maintaining effective working relations with co-workers and vendors.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.
- Ability to employ work measurement techniques and conduct studies and research with minimal supervision
- Ability to determine needs, gather, analyze, evaluate and present data on divisional functions and operations
- Ability to process new vehicles and equipment
- Ability to conduct cost studies and analysis
- Ability to develop and present clear and concise reports
- Ability to follow verbal and written instructions

Ability to establish and maintain effective working relationships with coworkers, City officials, other city departments

Education and Experience: Any combination of training, education and experience in Finance, Accounting, Business Administration or a related field; Considerable (3-5 years) experience as a fleet coordinator that has done operations research, organizational/departmental methods analysis, statistical analysis and/or productivity work measurement studies; Strong personal computer(PC) skills

Certification/licensure: Valid Arizona Driver's License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Operates a PC to maintain databases, conduct statistical analyses, create spreadsheet programs and perform data entry to: input data, prepare reports and communicate with others. Performs physical and operational inspections of existing vehicles and equipment as well as pre-delivery inspections of new vehicles and equipment

Reports: Fleet Manager

Fleet Support/Service Specialist: Under general supervision, this position is to support fleet related services in the following areas; parts specialist, service consultant and fuel site specialist

PRIMARY DUTIES AND RESPONSIBILITIES:

- Sources and supplies parts for Fleet Division.
- Receives items from vendors while checking for accuracy of pricing and quantity. Coordinates returns to vendors and confirms that proper credit is processed.
- Maintains inventory by ensuring proper stock levels, performing inventory counts, adding and removing stocked inventory as needed.
- Accurately maintains inventory in our computer system by checking price, quantity on hand and location.
- Assists in invoicing by accurately posting parts to work orders. Picks up parts, from vendors, when necessary.
- Supports the Fleet Division by ordering, replacing and coordinating the repair of tools and equipment.
- Coordinates with outside vendors when work is assigned, ensuring timeliness and accuracy of price.
- Maintains a clean and organized work environment with focus on workplace safety and compliance with safety and health standards for injury prevention.
- Receives vehicles and equipment needing repairs and service from City employees.
- Makes preliminary diagnosis of problems, identifies repairs or service needed, and estimates time needed to complete service.
- Communicates the estimates of vehicle downtime to City employee taking into consideration backlog of jobs in shop and at vendors, explains recommended service and repair to City employee,
- Translates customer's descriptions of problems into terminology used by shop,
- Checks vehicle and equipment warranty application using fleet database,
- Enters sublets and other pertinent information into database,
- Maintains the status boards and/or logs for vehicles sent to vendors,
- Communicates with City employees concerning over runs of estimates and/or established limits and acquires necessary approvals.
- Schedules preventive maintenance of vehicles and equipment Monitors work in progress and advises City employees of delays
- Perform daily, weekly and monthly inspections at fuel stations
- Perform monthly fuel reconciliation/audits
- Other duties as assigned.

Education and Experience:

High School diploma or GED equivalent, and five (5) years of specialized experience in vehicle maintenance and repairs, and two (2) years of ordering, receiving, stocking, issuing automotive/heavy equipment parts/supplies. Additionally, two (2) years' experience as an automotive service consultant would be preferred or equivalent experience and education.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the basic principles of materials management.
- Knowledge of City policies and procedures.
- Knowledge of the principles and practices of vehicle and equipment repair and service procedures.
- Knowledge of safety standards and practices in a shop environment
- Basic Knowledge of Windows, Word, Excel and Outlook Ability to provide support and solutions with a high level of customer service.
- Skill in working within deadlines to complete projects and assignments.
- Skill in ability to work independently, as well as cooperatively in a team environment.
- Skill in establishing and maintaining effective working relations with co-workers and vendors.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.
- Ability to make preliminary diagnosis of problems.
- Ability to communicate verbally and in written form, knowledge of basic computer skills, Windows, Word, Excel, Outlook or have ability to learn. Possess basic telephone operation and etiquette skills. Must have the ability to multi task, including using a multi-line phone system while simultaneously, in person, interfacing with customers.
- Ability to learn and apply the City of Buckeye Procurement Code.

Special Requirements: Possession of a valid Arizona Commercial Driver's License; ASE Certifications as a Parts Specialist and Automobile Service Consultant; OR the ability to obtain within one year of employment

Physical Demands / Work Environment: Job functions require the following physical demands: some lifting, carrying, pushing or pulling up to 30 pounds. Generally, the job requires 50% sitting, 50% walking/standing. Primarily working in an industrial work environment and must be able to manage frequent interruptions, time pressures, high work volumes, multiple tasks, unscheduled tasks, and team-oriented activities. Must constantly maintain concentration, accuracy, ethical behavior and a professional demeanor

Reports: Fleet Management Superintendent

Lead Emergency Vehicle Technician: A Lead Emergency Vehicle Technician (Fire) exercises direction, guidance and assistance to all fleet technicians especially to Emergency Vehicle Technicians and performs skilled maintenance and repair on all fire apparatus to include diagnosing and repairing vehicle systems on fire equipment, complex firefighting apparatus and related equipment. This position also assists the fleet superintendent as needed with day-to-day planning for the shop

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provides direction, guidance and assistance to fleet technicians especially emergency vehicle technicians
- Resolves procedural and other work-related problems regarding the best and quickest repair procedure
- Coordinates work activities with Buckeye Fire Department and other agencies as necessary
- Provide input with respect to development of new vehicle specifications.
- Participate in pre-construction meetings with apparatus/equipment suppliers.
- Conducts research or analyzes data to diagnose fire apparatus problems
- Performs mathematical calculations and statistical computations for annual pump testing
- Comprehends and makes inferences from written material such as manufactures' service and parts manuals and NFPA regulations to diagnose and repair fire apparatus
- Understands and interprets schematic drawings and layouts to perform problem analysis
- Estimates labor and material costs from repair diagnosis
- Inspects and tests all work performed by subordinate-level personnel to ensure quality of service performed and compliance with standard operating procedures, federal regulations, National Fire Protection Association (NFPA) and emission regulations
- Completes master emergency vehicle technician level repair work on a wide variety of fire apparatus vehicles and equipment
- Performs physical inventory on shop truck
- Use appropriate personal protective equipment (PPE)
- Maintains a clean and organized work environment with focus on workplace safety and compliance with safety and health standards for injury prevention.
- Other duties as assigned.

Education and Experience:

High School diploma or GED equivalent and five (5) years of specialized experience in vehicle maintenance and repairs; Experience in a lead or supervisory capacity OR equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities:

- Knowledge of lead/supervisory practices and methods
- Knowledge in the hazards and safety precautions of a fleet technician
- Knowledge in the methods, materials and practices of a fleet technician
- Knowledge in the procedures and methods used in the maintenance/repair of diesel fire engines, pumps and aerial type equipment
- Knowledge of water hydraulics (including water pumps, valves, governors and relief valve systems)

- Knowledge of firefighting equipment and apparatus
- Knowledge of firefighting methods and maintenance practices
- Knowledge on principles of all types of fire apparatus electronic control systems
- Knowledge of procedures and methods of aerial ladder and hydraulic maintenance, troubleshooting and repair
- Knowledge in mig, tig and arc welding fabrication
- Knowledge of City and Fleet policies and procedures.
- Knowledge of the principles and practices of vehicle and equipment repair and service procedures.
- Knowledge of safety standards and practices in a shop environment
- Basic Knowledge of Windows, Word, Excel and Outlook Ability to provide support and solutions with a high level of customer service.
- Skill in diagnosis and repair of all types of fire apparatus and equipment
- Skill in the use and care of tools employed in all phases of repair and maintenance
- Skill in working within deadlines to complete projects and assignments.
- Skill in ability to work independently, as well as cooperatively in a team environment.
- Skill in establishing and maintaining effective working relations with co-workers and vendors.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.
- Ability to effectively plan and assign maintenance/repair work
- Ability to perform master EVT level repair work on a wide variety of fire apparatus, vehicles and fire equipment
- Ability to assume the duties of the shop superintendent in their absence
- Ability to perform all physical requirements of the class
- Ability to establish and maintain effective working relationships with management, coworkers, supervisors and user departments
- Ability to learn and apply the City of Buckeye and Fleet Policy and Procedure Manual

Special Requirements: Possession of a valid Arizona Commercial Driver's License; Completion of City of Buckeye Supervisor Academy and shall be achieved within one (1) year of hire date; ASE Certifications as a Master Automotive and Medium Heavy Duty Truck and a Master Level EVT Certification and must maintain certifications; Must provide own tools.

Physical Demands / Work Environment: Physical Environment shall include sitting, standing, walking, driving, climbing, crouching, bending and stretching. Social Environment shall include high volume work, time pressures, interruptions, teamwork and multi-tasking. You must be able to safely lift 50lbs from the ground to waist high. This includes tires, brakes, engine and transmission parts or any other items related to a fleet repair facility Working Environment shall include indoors, outdoors, stairs, ladders, confined areas and high places. Includes working safely with power tools, welders and high pressure testing equipment when testing air conditioning, coolant, fuel and hydraulic systems

Reports: Fleet Management Superintendent

Emergency Vehicle Technician: Under general supervision, performs skilled maintenance and repairs on all police and fire apparatus to include diagnosing and repairing vehicle systems on fire equipment to maintain safe continuous operating conditions of public safety vehicles and equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Performs routine inspection and scheduled maintenance of fire/police department vehicles by following comprehensive maintenance schedules and processes established by the Division.
- Diagnose and repair fire/police department vehicle problems, including electrical systems, hydraulic systems, radio communications equipment issues, drivability issues, engine and powertrain, braking systems and overall vehicle performance issues.
- Diagnose and repair fire/police department vehicle special systems including fire pumps, valves and related plumbing components; foam injection systems; compressed air foam systems; and electrical systems including emergency warning equipment, radio communications equipment, automatic door release, remote sensors and battery maintenance systems.
- Perform welding, fabrication and vehicle modification work.
- Respond to emergency incidents at the request of the incident commander to ensure the continued operation of vehicles assigned to the incident.
- Respond to address fire/police department vehicle or equipment issues after hours, on weekends or holidays as requested by the fire/police department shift commander.
- Complete necessary service sheets, maintenance logs and other record-keeping tasks, including computer terminal entry.
- Maintain/repair other city equipment as needed.
- Assist in performing acceptance inspections of new vehicles and equipment.
- In conjunction with the fire/police department support services officers or liaisons and/or fire department engineers, ensure that daily and other scheduled vehicle inspection processes have been established and are being followed.
- Research parts manuals and vendor catalogs to determine parts required to maintain serviceability of fire/police department vehicles.
- Order required parts through established city channels.
- Analyzes vehicle performance and maintenance history to established trends.
- Remain abreast of current and emerging standards for fire/police department vehicles/equipment and industry practices.
- Assist in the development of vehicle replacement/modification recommendations.
- Performs other duties as assigned or required.

Education and Experience:

High School diploma or GED equivalent and three (3) or more years of experience as heavy truck mechanic maintaining fire apparatus; OR equivalent combination of education and experience

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge in the procedures and methods used in the maintenance/repair of diesel fire engines, pumps and aerial type equipment
- Knowledge of water hydraulics (including water pumps, valves, governors and relief valve systems)

- Knowledge of firefighting equipment and apparatus
- Knowledge of firefighting methods and maintenance practices
- Knowledge on principles of all types of fire apparatus electronic control systems
- Knowledge of procedures and methods of aerial ladder and hydraulic maintenance, troubleshooting and repair
- Knowledge in mig, tig and arc welding fabrication
- Knowledge of safety standards and practices in a shop environment.
- Knowledge of the principles of basic record keeping and records management.
- Skill in diagnosing and repairing mechanical, brake, fuel and electrical defects in a wide variety of automotive and heavy duty truck equipment.
- Skill in reading technical manuals and specifications.
- Skill in the safe use of tools, materials and equipment used in vehicle and equipment maintenance.
- Skill in maintaining accurate service records.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a valid Arizona Commercial Driver's License; ASE Certifications as a Master Automotive and Medium Heavy Duty Truck; Master Level EVT Certification and must maintain all certifications; Other specific technical training and certifications may be required; Must provide own tools

Physical Demands / Work Environment: Physical Environment shall include sitting, standing, walking, driving, climbing, crouching, bending and stretching. Social Environment shall include high volume work, time pressures, interruptions, teamwork and multi-tasking. You must be able to safely lift 50lbs from the ground to waist high. This includes tires, brakes, engine and transmission parts or any other items related to a fleet repair facility Working Environment shall include indoors, outdoors, stairs, ladders, confined areas and high places. Includes working safely with power tools, welders and high pressure testing equipment when testing air conditioning, coolant, fuel and hydraulic systems

Reports: Fleet Management Lead/Superintendent

Master Technician: The purpose of this position is to have superior knowledge in the maintenance and repair of a variety of automotive/heavy duty/public safety vehicles and equipment. Have the ability to solve complex problems and be able to assist and train General and Preventive Maintenance Technicians.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Utilize diagnostic test equipment
- Solve complex computer controlled systems, drivability and electrical problems
- Have sufficient experience in a computerized environment
- Provides direction, guidance and assistance to fleet technicians
- Perform Job Functions with no supervision
- Use appropriate personal protective equipment (PPE)
- Maintains a clean and organized work environment with focus on workplace safety and compliance with safety and health standards for injury prevention.
- Other duties as assigned.

Education and Experience: High School diploma or GED equivalent, and five (5) years of specialized experience in vehicle maintenance and repairs; Master Automotive Service Excellence (ASE) Automotive and Medium/ HD Trucks and/or Emergency Vehicle Technician Certification are required

Necessary Knowledge, Skills and Abilities:

- Knowledge of lead/supervisory practices and methods
- Knowledge in the hazards and safety precautions of a fleet technician
- Knowledge in the methods, materials and practices of a fleet technician
- Knowledge in the procedures and methods used in the maintenance/repair of diesel fire engines, pumps and aerial type equipment
- Knowledge of water hydraulics (including water pumps, valves, governors and relief valve systems)
- Knowledge of firefighting equipment and apparatus
- Knowledge of firefighting methods and maintenance practices
- Knowledge on principles of all types of fire apparatus electronic control systems
- Knowledge of procedures and methods of aerial ladder and hydraulic maintenance, troubleshooting and repair
- Knowledge in mig, tig and arc welding fabrication
- Knowledge of City and Fleet policies and procedures.
- Knowledge of the principles and practices of vehicle and equipment repair and service procedures.
- Knowledge of safety standards and practices in a shop environment
- Basic Knowledge of Windows, Word, Excel and Outlook Ability to provide support and solutions with a high level of customer service.
- Skill in working within deadlines to complete projects and assignments.
- Skill in ability to work independently, as well as cooperatively in a team environment.
- Skill in establishing and maintaining effective working relations with co-workers and vendors.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.
- Ability to make preliminary diagnosis of problems.
- Ability to diagnose and repair automotive/heavy duty/public safety vehicles and equipment
- Ability to communicate verbally and in written form, knowledge of basic computer skills, Windows, Word, Excel, Outlook or have ability to learn.

Special Requirements: Possession of a valid Arizona Commercial Driver's License; Master ASE Certifications in Automotive and Medium/ HD Trucks and/or Emergency Vehicle Technician (EVT) Certification; All certifications will be required to maintain; Must provide own tools.

Physical Demands / Work Environment: Physical Environment shall include sitting, standing, walking, driving, climbing, crouching, bending and stretching. Social Environment shall include high volume work, time pressures, interruptions, teamwork and multi-tasking. You must be able to safely lift 50lbs from the ground to waist high. This includes tires, brakes, engine and transmission parts or any other items related to a fleet repair facility Working Environment shall include indoors, outdoors, stairs, ladders, confined areas and high places. Includes working

safely with power tools, welders and high pressure testing equipment when testing air conditioning, coolant, fuel and hydraulic systems

Reports: Fleet Management Lead/Superintendent

General Technician: Under general supervision, performs skilled mechanical/technical work in the maintenance and repair on a variety of automotive and heavy duty equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Inspects, maintains and repairs various automotive and heavy duty equipment to include police and fire vehicle apparatus
- Diagnoses and repairs of major component systems such as engine (gas/diesel), transmission (automatic/manual), differentials, brakes (automotive/heavy duty to include air, abs and hydraulic) and sub-systems relating to drive ability, electrical system, fuel systems, hydraulic systems and comfort control systems.
- Inspect, repair, replace, mount / balance light and heavy duty tires
- Installs auxiliary equipment and emergency lighting
- Maintains records of repairs made, work orders and time worked.
- Orders parts as needed, enters data into computer system, maintains records of parts requisitions, inventory and work orders.
- Performs other duties as assigned or required.
-

Education and Experience:

High School diploma or GED equivalent, and a minimum three (3) years of field experience in the maintenance and repair on various automotive and heavy duty equipment; OR equivalent combination of education and experience. ASE Certifications for Light Duty and Heavy Duty are required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the methods, tools and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment.
- Knowledge of the principles of basic record keeping and records management.
- Skill in diagnosing and repairing mechanical, brake, fuel and electrical defects in a wide variety of automotive and heavy duty truck equipment.
- Skill in reading technical manuals and specifications.
- Skill in the safe use of tools, materials and equipment used in vehicle and equipment maintenance.
- Skill in maintaining accurate service records.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in basic Windows, Word, Excel and Outlook

Special Requirements: Possession of a valid Arizona Commercial Driver's License (or ability to achieve before the end of probation); must provide own tools; specific technical training and certifications may be required.

Physical Demands / Work Environment: Physical Environment shall include sitting, standing, walking, driving, climbing, crouching, bending and stretching. Social Environment shall include high volume work, time pressures, interruptions, teamwork and multi-tasking. You must be able to safely lift 50lbs from the ground to waist high. This includes tires, brakes, engine and transmission parts or any other items related to a fleet repair facility Working Environment shall include indoors, outdoors, stairs, ladders, confined areas and high places. Includes working safely with power tools, welders and high pressure testing equipment when testing air conditioning, coolant, fuel and hydraulic systems

Reports: Fleet Lead/Superintendent

Fleet Intern Technician: A Fleet Intern Technician is a trainee working, under immediate supervision, to become proficient in the technical aspects of repairing and servicing City vehicles and equipment. As proficiency increases the assignments increase relative to scope and responsibility. Work is reviewed on a regular basis

Primary Duties and Responsibilities:

- Assist in the performance of technical tasks in the maintenance and repair of light to heavy-duty, gasoline and diesel-fueled equipment;
- Perform preventive maintenance tasks on a variety of vehicles and motorized equipment and make minor repairs and adjustments;
- Assist with installation and repair of automotive air conditioning systems;
- Perform simple operating adjustments to automotive equipment;
- Repair brakes and tires;
- Lubricate and fuel vehicles, trucks and other equipment;
- Assist with diagnosing and repairing operational problems on automotive equipment to determine problem source;
- Assist with inventory and purchase of parts;
- Pick up and deliver parts and supplies;
- Organize shop supplies and equipment; maintain shop housekeeping;
- Perform other duties as assigned or required.

Necessary Knowledge, Skills and Abilities:

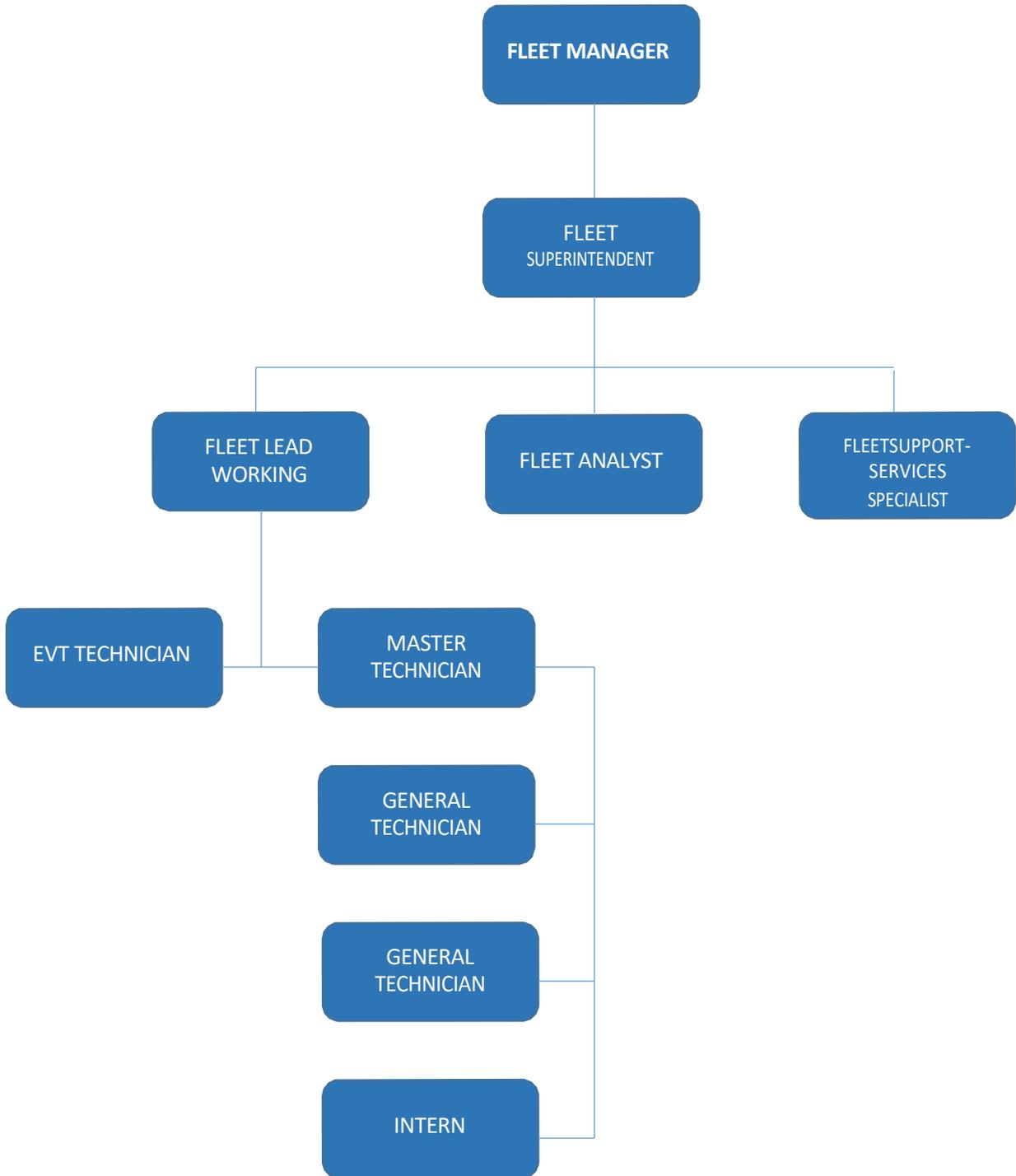
- Methods, materials, tools, and standard practices of the automotive technician's trade;
- Principles of internal combustion engine operation;
- Hazards and safety precautions of the technician's trade;
- State requirements associated with vehicle emissions testing of gas and diesel engines;
- Service and repair methods of air brakes and air systems;
- Simple gas, arc welding and auto electrical systems and equipment;
- Understand and effectively carry out verbal and written instructions;
- Read and interpret service manuals, schematics, charts, etc.;
- Establish and maintain effective working relationships with coworkers, supervisors, and user departments.

Education and Experience: Graduation from High School or equivalent and in the final stages of completing a recognized two year automotive and/or heavy duty technician program, preferably by the National Automotive Technicians Education Foundation (NATEF); or graduation from an accredited program with an Associate's Degree in Automotive Technology.

Certification/licensure: Possession of a valid Arizona Driver's License; specific technical training and certifications may be required; Must provide own tools.

Physical Demands / Work Environment: Physical Environment shall include sitting, standing, walking, driving, climbing, crouching, bending and stretching. Social Environment shall include high volume work, time pressures, interruptions, teamwork and multi-tasking. You must be able to safely lift 50lbs from the ground to waist high. This includes tires, brakes, engine and transmission parts or any other items related to a fleet repair facility Working Environment shall include indoors, outdoors, stairs, ladders, confined areas and high places. Includes working safely with power tools, welders and high pressure testing equipment when testing air conditioning, coolant, fuel and hydraulic systems

Reports: Fleet Lead/Superintendent



ADMINISTRATIVE GUIDELINES

Subject: Vehicle Operation

Origination Date: 9/2014

Revision date: 01/2020

Vehicle Operation

Operator Inspection

Goal: To have safe and reliable equipment.

It is each operator's responsibility to ensure that, before using any City vehicle, all required documentation (registration, insurance cards, etc.) are in the vehicle. It is also the operator's responsibility to know how to operate the vehicle in a safe prudent manner. It is the responsibility of employees to perform daily/weekly operator checks on vehicles/equipment assigned to their use. Responsibilities may also include minor routine maintenance as recommended by the equipment manufacturer. Fleet prescribes the operator checks, and training is available. Limited provisions shall be made by fleet to accommodate individuals, who by nature of their dress, prevailing weather conditions, or physical challenges, are unable to perform certain tasks from the daily operator inspection. Basic operator training is a requirement of all City employees. Fleet can lend assistance to this endeavor. However, it is the final responsibility of the individual's department to ensure that all operators of City vehicles and equipment are properly trained.

Basic operator training shall include, as a minimum, the following:

- How to perform a basic visual inspection;
- How to check engine oil level;
- How to perform a basic safety inspection;
- What to do should roadside assistance be required;
- What to do should an emergency situation arise.

Vehicle Operators Check List

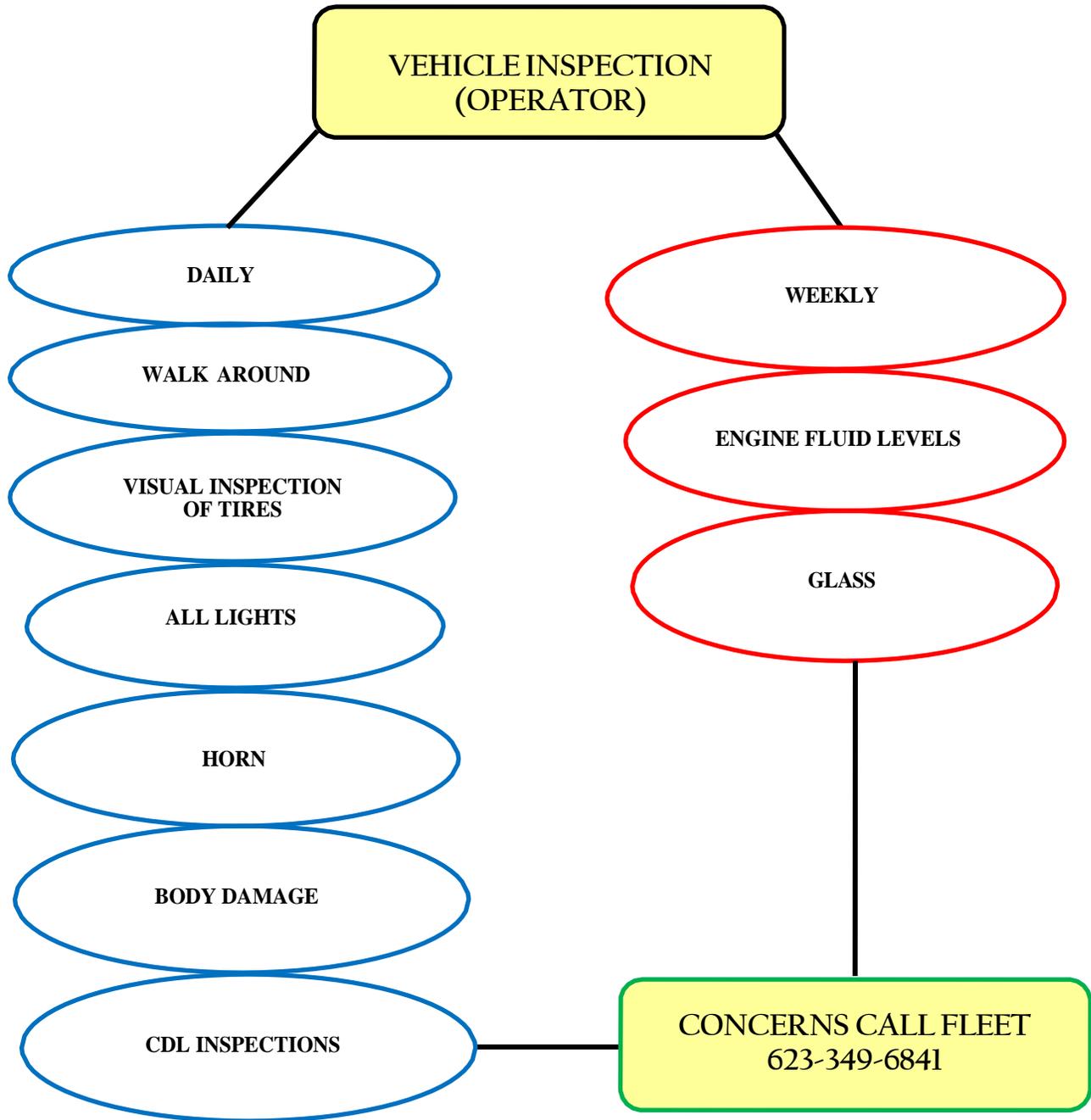
UNDER NO CIRCUMSTANCES SHOULD AN EMPLOYEE OPERATE AN UNSAFE VEHICLE. ALL UNSAFE EQUIPMENT MUST BE REPORTED IMMEDIATELY TO FLEET.

On light duty vehicles/equipment please follow check list in vehicle:



Please report all vehicle problems to
FleetManagement@623-349-6841.

All vehicles that are required by Department of Transportation (DOT) to have daily or each usage inspections shall keep the daily log in the vehicle, which must be signed by the operator after each inspection.



ADMINISTRATIVE GUIDELINES

Subject: Accidents, Accident Reporting and Claim Procedures

Origination Date: 9/2014

Revision date: 01/2020

Accidents, Accident Reporting and Claim Procedures

Goal: Fleet considers safety a primary responsibility. Our goal is to provide all City employees with equipment in good, safe working condition. The equipment operator's supervisor should inspect vehicles for damage from abuse or collisions. All accidents must be reported to the supervisor.

Loss and accident prevention is the responsibility of every City employee. The personal safety of every employee is of primary importance. No other purpose or objective requires more dedication of purpose from each person in the City. To that end, all employees are directed to comply with the following safety regulations and procedures in the course of utilizing City vehicles:

- No equipment in the custody of City departments shall knowingly be provided for service in an unsafe condition;
- Any unsafe practices or conditions regarding equipment usage shall be immediately reported to the appropriate supervisor;
- As a condition of employment, all City employees are expected to follow safe practices, to obey safety rules, and to cooperate with every facet of the loss control program.
- All accidents and claims will be paid out of a special GL Account provided by Risk Mgmt.

Accident and Damage Reporting Procedure

Whenever you are involved in an accident you have the responsibility to ensure the proper procedures are followed. You **MUST** do the following:

- 1) Call Supervisor
- 2) Call Police
- 3) Make no admission of guilt to anyone
- 4) Complete an "Incident Report" located on the "S" drive, in the Safety folder or in your glove box
- 5) If you are injured, the Employers Report of Injury Form located on the "S" drive, in the Safety folder
- 6) Notify Risk Management at 623-349-6263 or 602-540-5199(C)
- 7) Vehicle must be inspected by Fleet Management within 24 hours whether or not the driver thinks damage has occurred.

ALL REPORTS MUST BE COMPLETED AND DELIVERED TO RISK MANAGEMENT IMMEDIATELY. (If accident is after 5pm or on weekends, reports shall be delivered to Risk Management by 9am the following day) fax copy of incident reports to Fleet Management at 623-349-6849

For complete guidelines see the City of Buckeye HR Department Personal Rules and Policy Manual located on the intranet.

- Chapter 12 Section 1300: Vehicle and Property accident / Incident Reporting
- Chapter 12 Section 1310: Fleet safety Policy

<https://www.buckeyeaz.gov/Home/ShowDocument?id=7043>

ADMINISTRATIVE GUIDELINES

Subject: Maintenance & Repair

Origination Date: 9/2014

Revision date: 01/2020

Maintenance & Repair

Service Requests

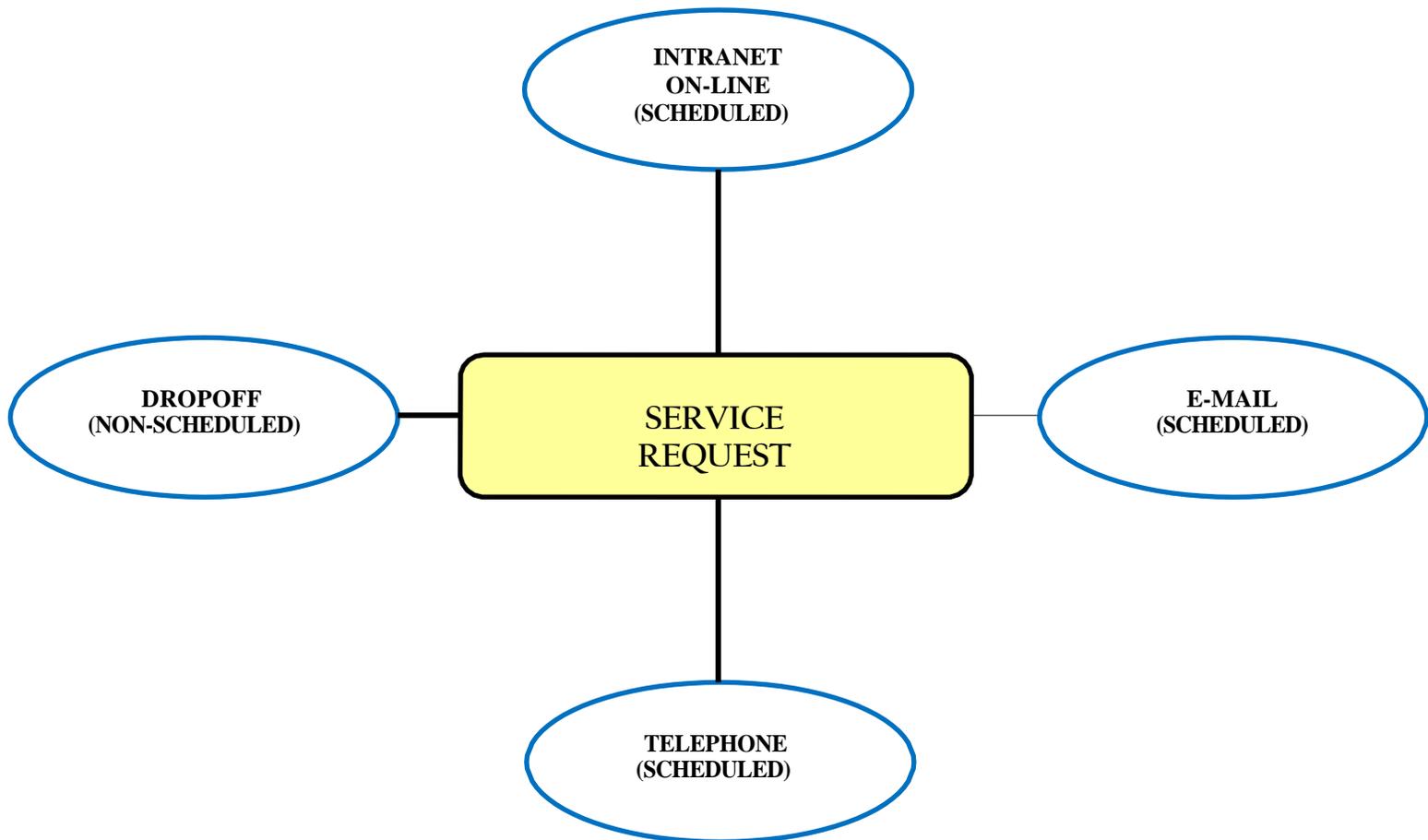
Goal: All maintenance/repairs on the City of Buckeye's Fleet Asset List will be performed by Fleet Management unless other arrangements are made by Fleet.

(Normal working days and hours are 5am till 6pm Monday thru Thursday and Friday 5am till 3:30pm)

During Normal Working Hours

Operators should schedule unit (faster return time), unless it is an emergency, and bring to the Fleet Management facility, unless other arrangements are made. The contact number is 623-349-6841. The form used for reporting mechanical problems to the shop is known as a **Service Request Form**. The form will be at the fleet shop, on the intranet or on the Excel "S" drive in the Public Works File under Fleet folder. The form needs to be filled out completely. The form includes the following information, vehicle number, proper mileage and exact nature of the problem. The operator should be sure to state, on each service request, where, when, and how someone can be reached when the unit is finished or if questions arise.

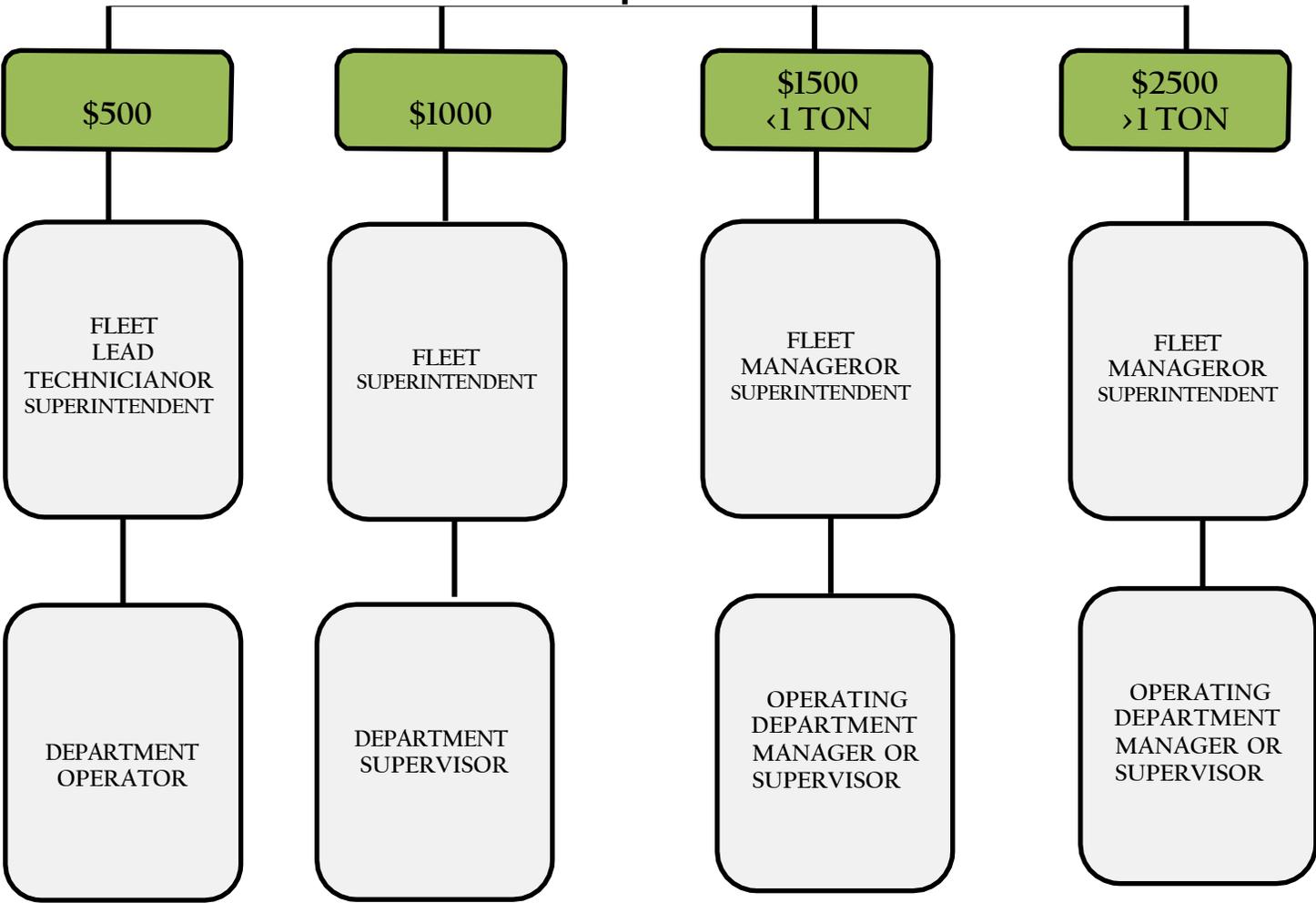
Authorization from the operator's supervisor may be required before repairs can be made should damage or operator abuse be noticed.



Authorization levels

Work order authorization levels are dollar amounts set in the system that require the approval of either the Fleet Lead Technician, Fleet Superintendent or Fleet Manager, depending on level of authorization. Because of budgeting allocations any repair over \$1500.00 < 1 ton and \$2500.00 > 1 ton will need the approval of the fleet superintendent/manager and operating departments supervisor/manager, prior to repairs being performed. These levels are based on normal maintenance and repairs only. Another GL number may be requested because budgeting is for routine maintenance and repairs. Repairs considered on units for replacement or older equipment not worth the repair is part of the policy consideration. All major repairs will include estimate. There are three work order authorization levels for vehicle maintenance/repair, see chart:

MAINTENANCE/REPAIR
AUTHORIZATION
LEVELS



Operator Abuse

When shop staff notes operator abuse, the supervisor of the division/department shall be notified immediately. The Supervisor/ Operator must then complete an Incident Report. No repair work shall be performed on the vehicle unless this process has been completed and a GL Number is provided, except during situations such as fires, floods, and other emergencies.

Capitalization Requests

All capitalization requests will need an e-mail authorization from department and a separate GL Number. Capitalization requests include major repairs to keep vehicle/equipment in service/possibly extend its life and any add on items such as emergency lighting and tool boxes.

Requests for Non-Vehicular Repairs

Requests for non-vehicular repairs and other special projects must bear the requesting department manager/supervisor authorization by e-mail with a GL Code for charge back purposes. Detailed specifications may also be required. All non-vehicular work shall be performed at the current established shop rate, including any markups for purchasing, inventory management, or design services.

Fleet After Hours Service Call Procedures

The Fleet Management Services Department has established an on call after hours, weekend and holiday emergency repair and towing procedure.

Flat Tire (For all vehicles except heavy duty including Fire Pumpers and Ladders):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide name, unit number, mileage and location.
3. Hamilton's will change tire.
4. Fleet will contact you the next working day to finalize work order. (Spare may need to be replaced, etc.)

Notes: For heavy duty vehicles, not including Fire Trucks, please call Fleet Superintendent at 623-293-8489.

Dead Battery (For all vehicles except Fire Pumpers and Ladders):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide name, unit number, mileage and location.
3. Hamilton's will jump start vehicle.
4. Fleet will contact you the next working day to finalize work order. (Battery may need to be tested/replaced, etc.)

Towing (For all vehicles except Police Department):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide name, unit number, mileage, nature of problem and location.
3. Vehicle will be towed back to the Fleet yard and repairs will begin the next working day.

Towing (Police Department):

1. Please call dispatch and follow normal procedures.
2. Dispatch will follow the Towing procedures set forth in the City's Police Towing contract.
3. Vehicle will be towed back to the Fleet yard and repairs will begin the next working day.

Notes: The City will not be charged for towing of Police Department vehicles.

LockOut (For all vehicles):

1. Please call your supervisor to provide you with the backup set of keys.
2. If you are not able to obtain your Department's extra set of keys. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
3. Please provide name, unit number, mileage and location.
4. Department will be charged for service call.

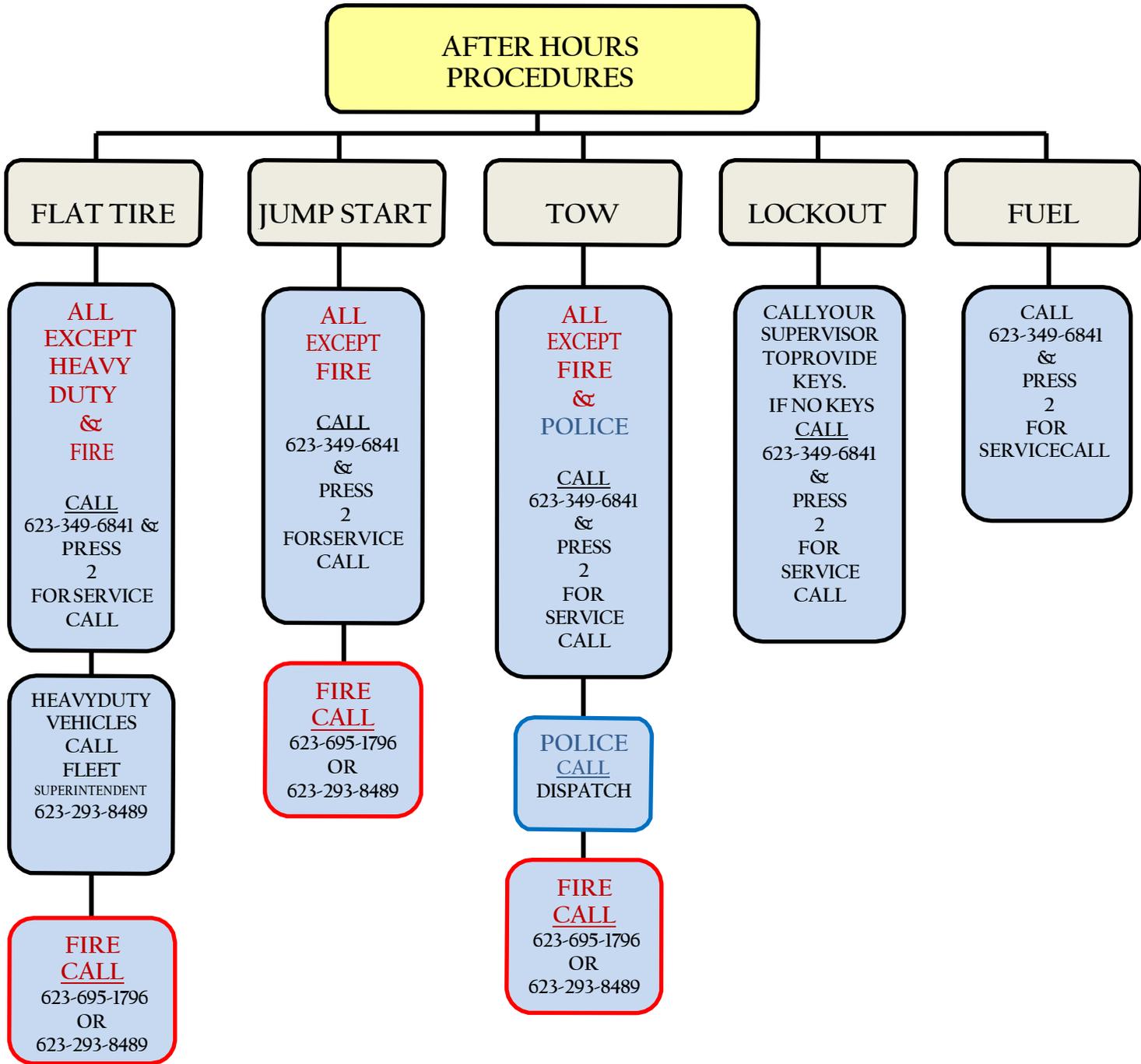
Notes: If your department does not currently have a backup set of keys, please let Fleet Analyst know and an additional set will be provided at your cost.

Fueling (For all vehicles):

1. Please call 623-349-6841. Press 2 for service calls. You will be routed to Hamilton's Towing.
2. Please provide unit number, mileage and location.
3. Department will be charged for service call.

FireTrucks:

1. Please call Lead Emergency Vehicle Technician at 623-695-1796 or Fleet Superintendent at 623-293-8489.
2. A determination will be made, depending on the nature of the service call, and you may be asked to change over to the backup truck.
3. Fleet will contact Tire Vendor for tire repairs.
4. Fleet will begin the repairs the next working day.



ADMINISTRATIVE GUIDELINES

Subject: Work Order Priorities

Origination Date: 9/2014

Revision date: 01/2020

Work Order Priorities

Goal: A procedure is developed to respond to emergency repairs or breakdowns.

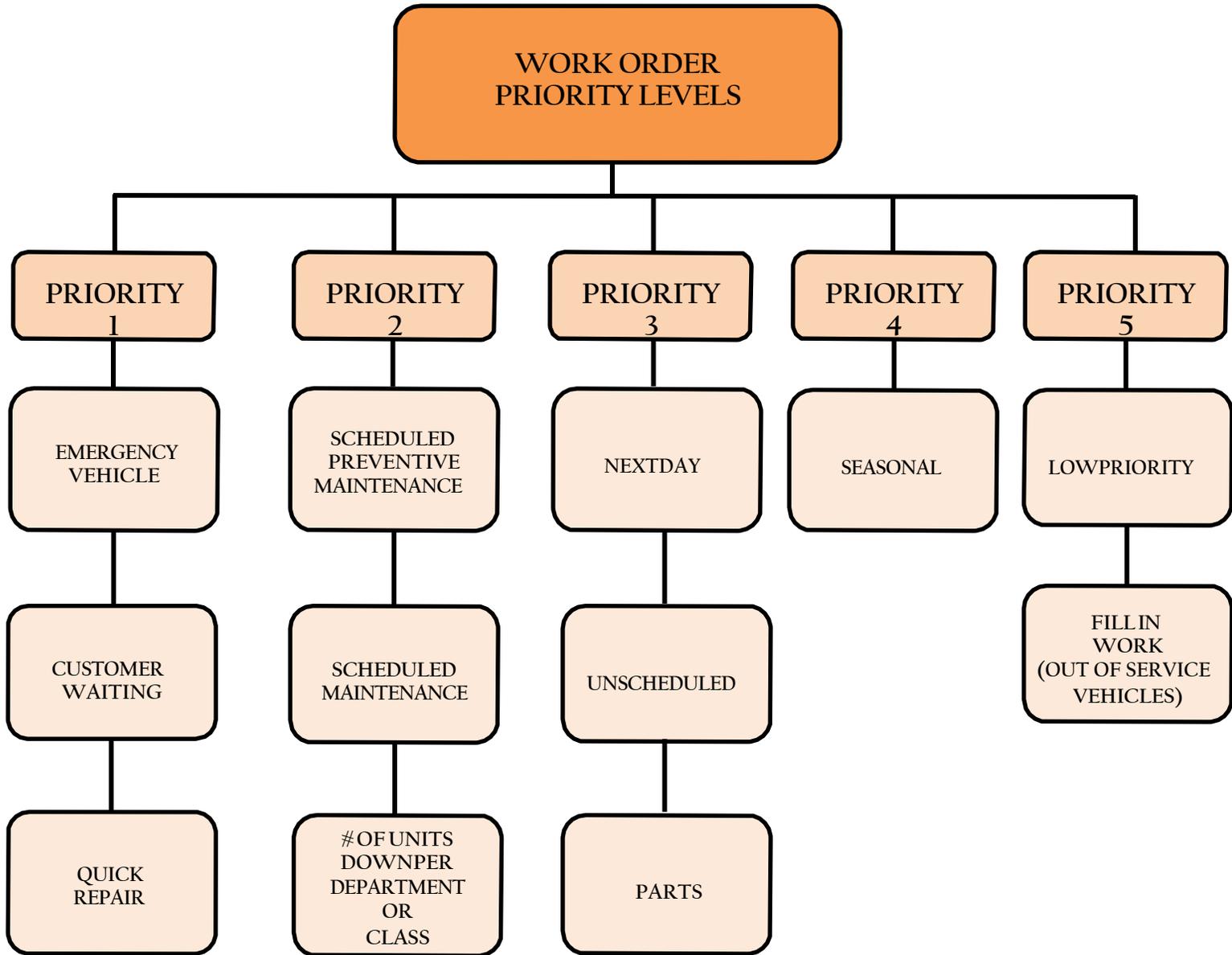
Work order priorities are established daily and may differ from repair priorities.

All maintenance operations are planned as far ahead of time as possible with the goal of minimizing costs and delays, however emergencies and breakdowns will occur. Emergency repairs will invariably be necessary and anticipated to return equipment to serviceable condition at critical points of operation.

- Priority 1 = Work must be completed immediately. Inform user department of time required for repairs, and contact department immediately upon completion.
- Priority 2 = Work should be completed as soon as possible during the current work shift. Advise user department, if requested, upon completion.
- Priority 3 = Work is to be completed by next working day(s), parts availability permitting.
- Priority 4 = Work is of a seasonal nature that can be completed time permitting.
- Priority 5 = Work is to be completed, time permitting. Fill-in repair work of over-strength equipment is not needed during the immediate scheduling period. Examples: Repairs of landscape equipment, when more than three of that type exists in one department, during the off-season.
- No other priority numbers are to be used.

The Technicians have been instructed to always start on Priority 1 repairs unless assigned other tasks. Each Technician is to take the work order on top of the tray and not look for another work order in the stack. After the Priority 1 work orders are completed, the Priority 2 work orders should be completed.

Planned maintenance, which can reduce disruption caused by equipment breakdown that often create an emergency, should be an integral component of the repair plan. Commitments for planned work should carry a high priority so disruption of work by breakdown is avoided. An equipment priority repair policy, including emergency repair plan, should be developed in concert with users to identify repair needs of a critical nature to the customer agency.



ADMINISTRATIVE GUIDELINES

Subject: Preventive Maintenance and Repair Priorities

Origination Date: 9/2014

Revision date:01/2020

Preventive Maintenance and Repair Priorities

Goal: All maintenance and repair activities are prioritized and scheduled for maximum shop efficiency.

All non-emergency maintenance activities are scheduled based on preventive maintenance customer scheduling, the equipment's priority to the user, and to maximize the effectiveness of available shop space and manpower. Repair priorities are established on an as-needed basis. The issues that can have an effect on repair priorities are:

Public Safety Vehicles and Equipment

Weather;

Agency special events;

Emergency operations

Number of units down per department

Priorities can be changed based on operational needs of the users. Changes may be requested by contacting the fleet superintendent

ADMINISTRATIVE GUIDELINES

Subject: Preventive Maintenance Program

Origination Date: 9/2014

Revision date: 01/2020

Preventive Maintenance Program

PM Policy

Goal: All departments are directed by the City Manager's Office to comply with PM schedules as published by Fleet Management. Failure to comply with PM Program requirements may result in a special hearing with the Fleet Management Committee. A well-managed fleet operation should be in the PM business, not the repair business.

Fleet Management is responsible for developing and maintaining a progressive and comprehensive Preventive Maintenance (PM) program, which consists of structured inspections and maintenance procedures performed on a scheduled basis by properly trained Vehicle Maintenance personnel. This also includes emission compliance and DOT Inspections. **Technicians will follow manufactures guideline procedures to perform maintenance and repairs on all equipment and vehicles.** The primary goals of the PM program are:

- To maximize fleet unit up-time
- To reduce operating costs
- To ensure operational safety and reliability
- To keep fleet environmentally sound
- To obtain the maximum life (replacement zone)
- To increase resale value

The PM Program will be evaluated annually for modifications, enhancements, and overall effectiveness, which will maximize fleet unit availability and operational safety while controlling costs in a predictive and responsible manner. PM activities are considered a “Number Two Priority”—second only to emergency repairs for vehicles during a critical time of need. PM program schedules must receive special considerations from all operating departments. Fleet Management will continually work to develop and expand the PM program, consistent with the goals stated above.

In order to establish PM Maintenance Standards, Fleet Management offers different levels of maintenance. **Fleet technicians will follow recommended interval and type of maintenance that is provided thru the information from the fleet management program.** These maintenance standards will assist in the development and management of an annual budget reflective of the fleet customers' required levels of service. All PM program costs are included in the rates designed to cover ownership, operating, maintenance, and overhead costs.

Next Level of PM: Predictive Maintenance

Predictive Maintenance is the ability to predict when a part or component will fail and to respond by replacing that part or component prior to failure. Some good examples of predictable failures are:

- Radiator hoses
- Fanbelts
- Batteries
- Starters
- Alternators
- Brakes (including rotors and drums)
- Tires

Predictive Maintenance programs are the way of the future. Experience shows that with on-board electronics and the ability of a vehicle to communicate with a shop-based computer system, predicting failure rates will allow users to eliminate future repairs by as much as 50%, when compared to today's PM programs.

ADMINISTRATIVE GUIDELINES

Subject: Preventive Maintenance Evaluation

Origination Date: 9/2014

Revision date: 01/2020

Preventive Maintenance Evaluation

Goal: A routine evaluation of the preventive maintenance program is performed to ensure timely and effective program administration.

A review is performed to determine the effectiveness of the preventive maintenance program. A spot quality inspection will be performed by superintendent or lead technician to identify whether lubrication and repairs are being performed properly and whether deficiencies are discovered and reported. It is important that the maintenance program is competitive with private sector for like services. Fleet maintenance labor hours will be monitored and evaluated by using shop baselines that are tracked thru the fleet management program. Deficiencies will be reported to technician when it happens and will be monitored and evaluated on technician's yearly evaluation. A customer satisfaction survey will be placed inside of vehicles to ensure that our customers were treated in a courteous and prompt manner, vehicle ready when requested/promised and repairs completed as requested.

PM program will be re-evaluated by past repair history. The past 12 months should be evaluated in detail and sorted first by class of vehicle, then by repair code. Next, sort the repair detail from the most frequent (largest number of repairs) to the least frequent. Develop inspection criteria to insert into the current PM inspection sheets that specifically address the repair problems. By looking at the repair detail in greater depth, a failure rate can often be determined. This failure rate may then be incorporated into the PM scheduling algorithms.

ADMINISTRATIVE GUIDELINES

Subject: Preventive Maintenance Notification

Origination Date: 9/2014

Revision date: 01/2020

Preventive Maintenance Notification

Goal: Preventive maintenance notification is developed for all equipment.

Fleet Management is responsible for notifying departments when maintenance, emission testing and DOT Inspections are due. This report is generated by time, mileage or hours. Mileage and hours are obtained monthly by fuel report. Operators are responsible when fueling equipment and vehicles to input the proper mileage. Notifications will be sent out to departments, thru e-mail at the beginning of each month. There will be a preventive maintenance reminder sticker put into every vehicle reminding operator of when next service is due and what type of service is needed. Frequency of Preventive Maintenance is identified by distance traveled, hours or time based on past usage, the environment in which the vehicle is used and manufacturers' recommended maintenance interval.

ADMINISTRATIVE GUIDELINES

Subject: Repair Program Evaluation

Origination Date: 9/2014

Revision date: 01/2020

Repair Program Evaluation

Goal: Technicians will follow manufactures guideline procedures to perform maintenance and repairs on all equipment and vehicles.

A spot quality inspection will be performed by the superintendent or lead technician to identify whether the repairs were made accurately. It is important that the repair program is competitive with private sector for like services. Fleet labor hours will be monitored and evaluated by using shop baselines that are tracked thru the fleet management program. Deficiencies will be reported to technician when it happens and will be monitored and evaluated on technician's yearly evaluation. A customer satisfaction survey will be placed inside of vehicles to ensure that our customers were treated in a courteous and prompt manner, vehicle ready when requested/promised and repairs completed as requested.

ADMINISTRATIVE GUIDELINES

Subject: Warranties

Origination Date: 9/2014

Revision date: 01/2020

Warranties

Equipment Manufacturer Warranty

Goal: To track and take full advantage of vehicle warranties.

The Warranty Process

When a possible warranty repair is noted, the person opening the work order is to verify with fleet computer management program. The computer system should have detected the warranty repair; however, the information may not be in the system if the vehicle was recently put into service. If a warranty repair is suspected, the Superintendent is to contact vendor and request a warranty file check. This process shall require the Fleet Analyst to inspect the file of the vehicle and review the warranty documentation.

Adding a New Vehicle Warranty

New vehicle warranties shall be added when a vehicle is placed into service. The warranty components shall be specifically identified in the computer system and updated as needed. Providing information to the Fleet Analyst on individual component warranties for new components installed on a vehicle that has been in service is the responsibility of the Superintendent. When new vehicles are placed into service, all documentation is to be sent to the Fleet Analyst. The Analyst shall maintain a filing system for the original warranty documentation. Once a vehicle is earmarked for sale, the warranty documentation is to be placed in the vehicle prior to sale.

The warranty information may be entered on the unit's SYSTEM master record prior to the unit being placed into service; however, the actual date the unit was placed in service must be accurate. The original new unit warranty information needed for the computer system is the responsibility of the Analyst.

Gathering Warranty Data and Information

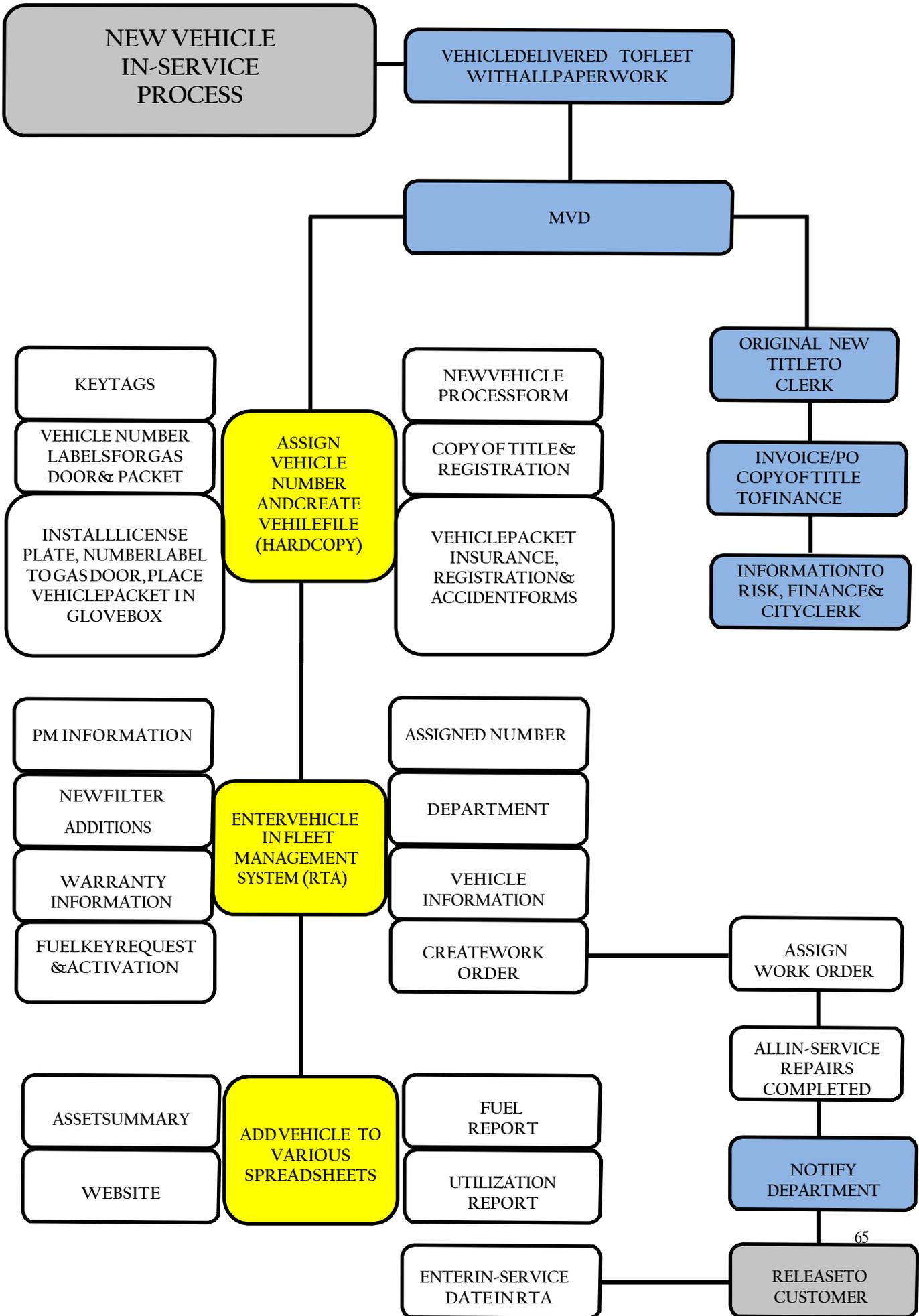
Monthly, the Analyst reviews that month's warranty issues. Any perceived warranty issues that the Superintendent may have (items that the Superintendent feels should be a warranty issue due to reasons of failure or failure frequency) should be reported at that time. The Analyst shall develop a database that is capable of tracking these types of suspected warranty repairs.

Warranty Reporting

The Fleet Analyst is responsible for producing the monthly Warranty Management Report that consists of information compiled from the computer system and from the Superintendent. The status of all outstanding warranty claims and warranty issues shall be posted on the monthly report. Each month all locations shall receive a copy of the division warranty report that identifies the warranty issue, vendor, and status of the claim.

New Vehicle In-Service Procedure

The procedure is performed by the Fleet Analyst. **See process on next page.**



ADMINISTRATIVE GUIDELINES

Subject: Parts

Origination Date: 9/2014

Revision date: 01/2020

Parts

Goal: To have on demand parts in stock and turn over inventory 2.5-3 times per fiscal year

Parts Ordering

When ordering parts either stock or non-stock please follow procurement guidelines

Parts Inventory

Fleet Management computer system tracks new and used parts, tires, and batteries used in the maintenance and repair of equipment.

The system identifies parts received, issued to which vehicle number, transferred to and adjusted by whom and when, cost, vendor number, bin location, dates and quantity issued. Parts inventory assists in monitoring stock levels, turnover frequency and costs. The parts inventory is routinely updated. A tracking method for returns of parts credit should be identified.

Chargeable and Non-Chargeable

Chargeable parts are parts that are sold and the cost is itemized on work orders and charged to specific vehicles. Non-chargeable parts, on the other hand, are parts that are not charged out on a work order: they are usually fast moving, small dollar items such as nuts and bolts, small bulbs, electrical connectors, windshield washer fluid etc. Fleet Management will budget annually for general supplies.

Non Stock Parts

When ordering non stock parts all invoices will have the equipment number posted on them by vendor. These parts will be posted on to work order. Reports will be run to see if particular parts need to be put into inventory.

Parts Warranty Tracking

A procedure is established to track parts warranties.

The inventory of parts includes a tracking of warranty on parts to ensure the full useful life of a part is attained. It will be monitored by looking in the vehicle master file vehicle under parts used. If a part is placed on a piece of equipment or vehicle and malfunctions it will be tracked back to the supplier or vendor and the responsibility for replacement is part of the defined contracted work. Type and length of warranties differ per vendor and part.

Parts and Materials Disposal

A procedure identifies the disposal method for parts and materials in an environmentally sound manner.

Fleet Management has procedures in place to dispose of oil, tires, batteries and other parts and materials in an environmentally sound way;

- Used tires will be picked up thru contracted vendor weekly with delivery of new tires
- Used oil and filters will be stored in above ground tank and barrels (filters) with secondary containment until contracted vendor picks up
- Used coolant will be stored in barrels with secondary containment until contracted vendor is notified to pick up
- Core batteries will be stored on rack with secondary containment and contracted vendor will pick up once a week with new delivery
- All scrap metal parts will be stored in roll off container supplied by vendor to be recycled
- All recyclable products such as paper, cardboard and plastics will be stored in waste container marked recyclable for waste company to haul off at scheduled intervals

ADMINISTRATIVE GUIDELINES

Subject: Tires

Origination Date: 9/2014

Revision date: 02/2019

Tires

Goal: To have no tire issues between Preventive Maintenance Intervals

Wear Replacement Guidelines

- Patrol Tires replaced at 4/32
- Fire Apparatus Tires replaced at 4/32
- All tires replaced at 4/32 or less not to exceed 2/32 on rear axle
- All tires replaced when age is equal/exceeds five years on manufactures build date

Side Wall Cracking

- Replace when signs of cracking are noticeable

Repair Procedure

- No repair on patrol pursuit tires
- No repair on high speed tires
- No repair on Fire Apparatus steering axle
- Repairs will be done when applicable with plug patch following manufactures guidelines
<https://www.tireindustry.org/tire-maintenance/tire-repair>

Ordering

- When reordering new tires use tire size listed on vehicle placard or consult tire vendor for correct size per application

Recap Tires

- For use on Heavy Duty Vehicle rear tires only
- Not to include Public Safety Vehicles

Installation

- Follow OSHA Guidelines
https://image.isu.pub/130719124503-4a070eb7c3bac97e1a43e3fc4b89503a/jpg/page_1.jpg

Used Tires

- Put in designated area for vendor to pick up

ADMINISTRATIVE GUIDELINES

Subject: Equipment

Origination Date: 9/2014

Revision date:01/2020

Equipment

Goal: To provide inventory control on shop tools and equipment

Portable and Stationary Equipment Inventory

An inventory program establishes a cost threshold for inventory purposes. The program should track the equipment, whether owned or leased, and includes information on where and how the equipment is being used.

All shop equipment and specialty tools will be placed on a tool inventory spread sheet. The spread sheet will show location, description, quantity, costs and condition. Specialty tools and equipment will be in a designated area for safe storage and inventory control. All Fleet Management shop tools will be engraved with "City of Buckeye Fleet" on it. It will be the responsibility of technicians to return tools to designated area and notify shop supervisor if any defects or replacements are needed. All technicians will be responsible for providing their own journeyman level tools and tool boxes including air tools. Technicians are responsible for inventorying their tools and supply inventory to Risk Management for insurance coverage. All specialty tools will be provided by Fleet Management under the discretion of fleet superintendent. Specialty tools will be budgeted annually by Fleet Management.

ADMINISTRATIVE GUIDELINES

Subject: Tool Allowance

Origination Date: 9/2015

Revision date: 01/2020

Tool Maintenance Allowance

Goal: To establish a Tool Maintenance Allowance program for Fleet Technicians to assist in the replacement, maintenance and repair of required tools those are used to provide necessary maintenance/repair on ALL CITY vehicles and equipment in accordance with industry standards. In addition, this will help to attract and retain qualified employees.

Guidelines:

Technicians are required to perform maintenance and repair on City vehicles and equipment. As a condition of employment, technicians are required to provide and maintain a minimum tool inventory. All tools owned by the technician are required to be in good operational condition in order to accomplish all assigned work. As such, tools are required to be on-site during the technician's assigned work hours. In addition, technicians are allowed to store and secure their tools at their assigned work space during non-working hours. Fleet will determine minimum tool requirements (Journeyman level) based on individual job descriptions and current fleet composition. Criteria that is used in determining whether a specific tool should be supplied by the Division or be required of the employee includes cost, frequency of use and generally follows the accepted standards of the industry. Public Works Fleet Management Division will provide specialty tools and equipment, to be owned by the City and used at-large by the technicians for specialized work. Since the replacement and addition of tools is a significant personal investment for a technician, in order to meet the demands of our City fleet, this policy has been created to help defray the cost of replacing necessary hand and power tools under the following criteria:

- Annual budget appropriation
- Technician must have an overall "Successful" rating on their annual performance review
- Annual tool inventory, performed and recorded by Technician and Supervisor documenting:
 - Condition of tools
 - Insurance coverage for tool replacement due to theft or fire
- The Tool Maintenance Allowance shall apply only to tools authorized by the Fleet Management Division as being necessary for the performance of assigned duties.
 - Replacement purchase will be authorized and made with Superintendent's approval, generally with the Superintendent's procurement card (P-card), or Purchase Order through normal procurement process. (In no event shall a technician utilize his/her own assigned P-Card for tool purchases. This will constitute unauthorized purchase under Procurement Code.)

- Tools to be replaced/maintained/repared shall be used exclusively on City owned/operated equipment/vehicles. Any tool presented for replacement that, in the Superintendent's opinion, was damaged due to the Technician's negligence, or otherwise not due to work performed on City owned/operated equipment/vehicles shall be disapproved for replacement/repair/maintenance under this policy.
- Superintendent's discretion to fund replacement/maintenance/repair of tool if it exceeds maximum tool allowance.
- Tool Maintenance Allowance **shall not** be considered cumulative from year to year, nor shall it be considered a right. Every purchase requires a Supervisory approval and certification as to the need.

The amount of allowance is based on years of service, according to hire date in current fiscal year, and is **subject to review annually**.

Years of Service	Allowance Maximum
1-5 years	\$200.00
5-10 years	\$350.00
10+ years	\$500.00

ADMINISTRATIVE GUIDELINES

Subject: Safety

Origination Date: 9/2014

Revision date: 01/2020

Safety

Goal: To provide for the well-being and safety of all fleet shop personnel

Job Safety

Before beginning work in a shop, be sure you are authorized to perform the work to be done, and inspect your tools and equipment. If a procedure is potentially hazardous to others in the area, warn fellow workers accordingly. Use warning signs or barriers, as necessary.

Notify your supervisor if you notice any unsafe conditions such as the following:

- Defective tools or equipment
- Improperly guarded machines
- Oil, gas, or other leaks

Inform other employees if you see an unsafe work practice; however, be careful not to distract a person who is working with power tools.

SHORT SAFETY LIST

- Eye protection is mandatory for all operations that produce sparks, chips, or flying objects or involve use of corrosive chemicals. Face shields shall be worn for all operations that involve use of a high-pressure steam system. Appropriate gloves and protective clothing shall also be worn.
- Mechanics shall not wear loose clothing around rotating equipment. Clothes saturated with oil, grease, or solvents shall not be worn.
- Compressed air shall not be used to clean clothing.
- Shop floors will be kept free of grease, oil, gasoline, or other slipping hazards.
- Employees shall not use defective electrical or mechanical shop equipment or hand tools. All automotive shop machinery shall be grounded.
- Vehicles shall not be towed unless appropriate tow bars or other approved equipment is used.
- Jacks, hoists, or other lifting devices shall not be used beyond the safe load capacity recommended by the manufacturer. Employees shall not remain in vehicles being lifted by hydraulic lifts or jacks.

- Mechanics shall not work under vehicles that are not properly supported with approved stands. Makeshift stands made of wood, cement blocks, or boxes shall not be used.
- Gasoline, acetone, kerosene, or similar solvents shall not be used to clean hands, floors, walls, or other surfaces. Parts shall be cleaned only in approved containers using appropriate solvents.
- Employees shall not use standard sanitary sewer drains for the disposal of gasoline, oil, or solvents. Contact superintendent for disposal guidelines.
- Tanks or containers that are used for gasoline or other flammable solvents shall not be mechanically opened or repaired by welding without purging and cleaning.
- Hands or arms should not be placed between mounted dual tires during inflation. Always use a long air chuck for inflation.
- Tires should not be changed on the road unless wheel chocks and warning devices are used. Flares should be used to warn others whenever a vehicle tire is changed while on a heavily used road.
- Changing of tires on split-rim wheels will be performed only by individuals with proper training and using only appropriate equipment

Shop Safety Inspection

Material and equipment defects are reported, and reports are investigated.

A routine monthly shop and lift's safety inspection will be conducted by staff members of Fleet Management. The inspection log book will be filled out completely and signed by person doing inspection and fleet superintendent. It will be kept in shop office. Completed form will be forwarded to Risk Management monthly. It is the responsibility of staff members to report any unsafe conditions or acts to shop superintendent. All defective tools and or equipment (with no exception) will be tagged with "danger unsafe to use" until repairs are made or replaced.

SPOT SAFETY INSPECTION		
INSPECTOR	DATE	
LOCATION		
For items checked "NO" Fill out a Maintenance Work Order. Mark "N/A" for items not applicable to your area		
Fire Protection		
	YES	NO
Fire extinguishers inspected, charged ,accessible (3 ft. clearance) and Signed Off		
Combustible material removed, stored properly. Flammable material in approved areas		
Exit routes clear & EXIT or NO EXIT signs posted		
Evacuation routes are posted		
Electrical Safety		
Power panels, controls, receptacles & wiring covered. No missing, lose or broken parts.		
Electric power cords are not frayed or broken. All plugs have 3 prongs		
No extension cords thru walls, doors, ceiling ,windows ,under mats or rugs		
Electrical panels are marked to indicate Service & Voltage-3 foot clearance each side		
Trip-Slip-Falls Hazards		
Drain covers & grates are in good repair and installed		
Walkways are clear of material, cords		
Guardrails, steps are secured. Ladders are in good repair, no missing, loose parts		
Adequate lighting in all areas, including exterior night lighting		
Personal Protection		
Machine guards in place		
Test Emergency Eye Wash Stations capped, functional ,accessible		
Personal Protective Equipment being used		
Good body mechanics(lifting, pushing pulling, range of motion, no twisting)		
Lockout-Tag out program properly used		
Chemical Management		
All containers are properly labeled with specific hazards and are closed/sealed		
Only the minimum amount needed is in the work area, all others are properly stored		
All Haz waste and spent materials are placed in secondary containment and marked/label		
Shop Tools		
Air Compressor, wiring, mounting, belts, lube, Service Every 6 months		
Lift Inspection's, mounts, cables, cracks, leaks, wiring, over all condition		
Shop Hand Tools		
Department		
Supervisor Signature:		Date

ADMINISTRATIVE GUIDELINES

Subject: Motor Pool Operations

Origination Date: 9/2014

Revision date:01/2020

MOTOR POOL OPERATIONS

Goal: To provide vehicles to departments, when needed, without increasing the size of fleet.

The Fleet Management Division provides a vehicle and equipment motor pool that is available for qualified operators on a first come, first serve basis. The pool consists of various light duty vehicles including passenger vehicles, pickup trucks, vans, etc. These vehicles should be utilized for various official business of the City as a preferred alternative to the utilization of privately owned vehicles. Since the pool can change due to disposal of vehicles, departments should check with Fleet whenever there is a need for transportation services.

Vehicle Reservation

The Fleet Management Division lists the current motor pool inventory on the internet. Fleet Management also provides both an on-site and an on-line reservation system.

In order for a City employee to reserve a pool vehicle, they must have a valid driver's license and a City employee ID badge. Additionally, when reserving a vehicle, the requestor must estimate the amount of use in days and/or hours and the destination of the trip. Each Department/Division in RTA (fleet management system) is coded with the GL to be utilized for motor pool expenses. Activity Based Costing is at .27 cents per mile for fuel cost and \$20.00 per day rental.

Prior to operation, the operator must inspect the vehicle or piece of equipment being rented. Motor pool personnel should identify reserved vehicles by using the vehicle type, year/make model, license plate number and unit number.

Vehicle Return

Generally, the employee who reserved and used the pool vehicle must be the person returning it. The reservation paperwork must be returned with the vehicle; under no circumstances can the paperwork be returned using interoffice mail or by courier. The Operator must sign the rental agreement that simply states all information supplied is correct and that he/she is a City employee and the vehicle was returned in the same condition as when checked out. The ending odometer reading must also be filled in. The actual time and costs charged to the rental of that unit will stop only after receipt of the signed and completed rental form. A final invoice will be issued by the Fleet Analyst and placed in the slot to be processed during the month end fuel billing process.

Any required damages or repairs, incurred during the rental period, will need to be complete before the vehicle will be available again for rental.

All returned vehicles should be clean and ready for immediate re-use. Failure to perform these responsibilities may result in additional charges to the operator. Some employees, because of the nature of their duties and responsibilities or because of physical challenges, may need assistance in performing the fueling and cleaning tasks. The operator should advise Fleet Management staff during the reservation process so special arrangements can be made to provide this assistance.

The following is a guide for whether a vehicle is ready for re-use when returned:

- Fuel
 1. Fuel tank must be filled when tank is 1/2 full or less; no exceptions.

- Cleanliness
 1. Vehicles that are returned with excessively dirty interiors and/or exteriors will be assessed a clean-up fee. The fee will be billed to the customer department at the fully burdened labor rate of the repair shop location. The fleet shop will prep the vehicle and document the charges on a work order.

- Damaged Vehicles
 1. All damage costs will be charged to the customer department that was using the vehicle at the time the damage occurred.

The pool must be self-supporting. It should be able to purchase replacement vehicles and stimulate rental activity due to the availability of a desirable age and type of vehicle in the pool. Older vehicles in rough physical condition (but in top safety condition) shall also be available for less clean or rougher applications. Most users will want to check out a Fleet Management Division pool vehicle that is newer, clean, and in good condition. The cost advantage is that users only pay for the time they use each vehicle as opposed to accruing ongoing charges for permanent departmental assignment of a vehicle. This approach will increase the size and activity of the Fleet Management Division pool, and it minimizes the customer department permanent fleet requirements, thus avoiding related costs.

ADMINISTRATIVE GUIDELINES	
Subject: Fleet Vehicle Inventory	
Origination Date: 9/2014	Revision date: 01/2020

Fleet Vehicle Inventory

Goal: To provide the ability to identify vehicles and equipment and for inventory control and record keeping

Vehicle Numbering

An inventory of all fleet vehicles is maintained on an annual basis.

The City of Buckeye fleet units will have an assigned unit number, description, class, serial or vehicle identification number, date purchased, vendor cost, department using unit, date unit was placed in service, expected life, salvage value and mileage/or hour tracking. Inventories will be conducted on an established cycle. The inventory will be sorted by class, numerical sequence, or department using unit. Unit inventories indicate whether the vehicle is owned or leased and required to be insured by Insurance Carrier (S/W Risk) in case of accident or disaster. It will be the responsibility of all departments to inventory all types of equipment and tools under \$1000.00. This information will be tracked by fleet management system and a hard copy will be kept on file. The addition and deletion of vehicle and equipment master records is the responsibility of Fleet Management Administration

Assign vehicle/equipment number utilizing the following formula.

1. First number = Vehicle type
 - 1 = Full size sedan
 - 2 = Compact sedan
 - 3 = Full size pickup/van
 - 4 = Trucks 1 Ton and up (dual rear wheels)
 - 5 = Intermediate sedans
 - 6 = Trailer
 - 7 = Mid-size pickup/SUV
 - 8 = Mini Van
 - 9 = Misc. Equipment
 - F = Fire Truck
 - FL = Fire Truck Ladder
 - MC = Motorcycle
2. Second number = Vehicle make
 - 1 = Ford and Sterling
 - 2 = Chevrolet
 - 3 = Dodge
 - 4 = Plymouth
 - 5 = Freightliner
 - 6 = Foreign or Other
 - 7 = American LaFrance
 - 8 = International
 - 9 = Pierce
 - 0 = Other
 - None for Motorcycle
3. Third and Fourth number = Vehicle year
 - Example 2000 = 0, 2001 = 1, 2002 = 2, etc.
 - Starting in 2010 the third and fourth number will be the year Example 2010 = 10, 2011 = 11, 2012 = 12**
4. Fifth & sixth numbers follow in sequence for the number of that class of vehicle we have received. Start with - 01
 - Starting in 2010 the fifth number will be the number of that type of vehicle in sequence Start with-01**

Class Codes

Number	Description	Replacement Zone in Years
100	MISCEQUIPMENT	10-15
200	SCOOTER/UTILITY CART	8-12
300	COMPACTSEDAN	8-12
301	INTERMEDIATESEDAN	8-12
302	FULLSIZESEDAN	8-12
303	PATROLEDAN	4-6.5
304	HYBRID	8-12
400	COMPACTSUV	8-12
401	FULL SIZE SUV	8-12
402	FULL SIZE PATROLSUV	4-6.5
403	MIDSIZE SUV	8-12
500	COMPACTPICKUP	8-12
501	COMPACTPICKUP4X4	8-12
502	COMPACTPICKUP CREW CAB	8-12
503	COMPACTPICKUP CREW CAB 4X4	8-12
504	1/2 TON PICKUP	8-12
505	1/2 TON PICKUP 4X4	8-12
506	1/2 TON PICKUP CREW CAB	8-12
507	1/2 TON PICKUP CREW CAB 4X4	8-12
508	3/4 TON PICKUP	8-12
509	3/4 TON PICKUP 4X4	8-12
510	3/4 TON PICKUP CREW CAB	8-12
511	3/4 TON PICKUP CREW CAB 4X4	8-12
512	3/4 TON PICKUP SVC BODY	8-12
513	3/4 TON PICKUP SVC BODY 4X4	8-12
514	3/4 TON PICKUP CREW CAB SVC BODY	8-12
515	3/4 TON PICKUP CREW CAB SVC BODY 4X4	8-12
516	3/4 TON PICKUP FLATBED	8-12
517	ANIMAL CONTROL TRUCK	4-6.5
518	1 TON PICKUP	8-12
519	1 TON PICKUP 4X4	8-12
520	1 TON PICKUP CREW CAB	8-12
521	1 TON PICKUP CREW CAB 4X4	8-12
522	1 TON PICKUP SVC BODY	8-12
523	1 TON PICKUP SVC BODY 4X4	8-12
524	1 TON PICKUP CREW CAB SVC BODY	8-12
525	1 TON PICKUP CREW CAB SVC BODY 4X4	8-12
526	2 TON PICKUP	8-12
527	2 TON PICKUP 4X4	8-12
528	2 TON PICKUP CREW CAB	8-12
529	2 TON PICKUP CREW CAB 4X4	8-12
530	2 TON PICKUP SVC BODY	8-12
531	2 TON PICKUP SVC BODY 4X4	8-12
532	2 TON PICKUP CREW CAB SVC BODY	8-12

533	2 TON PICKUP CREW CAB SVC BODY 4X4	8-12
534	2 TON PICKUP DUMP TRUCK	8-12
535	PATCHTRUCK	8-12
536	3 TON PICKUP DUMP TRUCK	8-12
537	WATERTRUCK	8-12
538	4 TON PICKUP DUMP TRUCK	8-12
539	1 1/2 TON PICKUP SVC BODY	8-12
540	2 1/2 TON SEMI	8-12
541	1 TON 4X2 DUMP TRUCK	8-12
542	2 TON BOX MOBILE	10-15
543	3 TON BOX TRUCK	8-12
544	1 TON BUCKET	8-12
545	1 1/2 TON BUCKET BODY	8-12
546	2 1/2 TON BUCKET	8-12
547	W4500PAINTTRUCK	8-12
548	1 1/2 STAKE BED	8-12
549	1 1/2 TON 4X2 DUMP TRUCK	8-12
550	VACTOR	8-12
551	2 TON BOX TRUCK	8-12
552	2 TON CONTAINERTRUCK	8-12
600	MINIVAN	8-12
601	CARGOVAN	8-12
602	PASSENGERVAN	8-12
603	PRISONERTRANSPORT VAN	8-12
604	PRISONER TRANSPORT TRUCK 1 1/2 TON	8-12
700	FIRE DEPT BRUSH TRUCK	8-12
701	FIRE DEPT ENGINE TRUCK	8-12
702	FIRE DEPT LADDER TRUCK	10-15
703	FIRE DEPT RESCUE TRUCK	8-12
900	TRAILER	10-15
901	BACKHOE	8-12
902	UTILITYVEHICLE	8-13
903	LAWNMOWER	6-10
904	LOADER	7-11
905	GENERATOR	8-12
906	VALVEMACHINE	8-12
907	SWEEPER	7-11
908	BUS	8-12
909	TRACTOR	7-11
910	FORKLIFT	10-15
911	GRADER	8-12
912	AIRCOMPRESSOR-TRAILERMOUNTED	8-12
913	ARROWBOARD	8-12
914	ROLLER	8-12
915	CRACKSEALER	8-12
916	PERSONNELCARRIER	8-12
917	WOODCHIPPER	8-12
918	AERIALLIFT	10-12
1000	MOTORCYCLE	4-6.5

ADMINISTRATIVE GUIDELINES

Subject: Equipment Marking

Origination Date: 9/2014

Revision date: 01/2020

Equipment Marking

Goal: Standardization to mark, identify, and inventory equipment used by all departments.

To provide for the consistent marking and appearance of City vehicles the following policy shall be standard for all vehicles and equipment owned and operated by the City of Buckeye.

All City vehicles and equipment shall be properly marked with:

- The official City seal (decal) prominently displayed on the front doors of each vehicle or equipment.
- The vehicle or equipment number shall be displayed on the four corners at a location that is determined the best location by Fleet Management.
- The user department name and division name, displayed below the City Logo in two- i n c h block lettering, on the front doors of the vehicle or equipment.
- The words "For Official Use Only" decal prominently displayed on each side of the vehicle, above the city logo on the front doors of each vehicle or equipment.
- The rear of the vehicle shall have the American flag, vehicle number, and the city website: www.buckeyeaz.gov.
- Administrative and elected officials will have the same of above except for small City seal, placed below the front mirror of each vehicle or equipment.

The vehicle shall also be assigned a tax-exempt license plate. Certain other vehicles used by the Police Department, are exempted from all markings because of the nature of their work, require they not be recognized as a City-owned vehicle, are exempted from all markings and will be equipped with an "Owner Pleasure Plate"; (Reference A.R.S. 28-2511)

All requests for exemption from markings must be approved by the City Manager. Only those stickers, stencils, or other markings issued or approved by the Fleet Management are to be on City vehicles. No commercial or private stickers, stencils, or markings of any type providing entertainment, product, or business information may be placed in or on City vehicles.

Employees using an officially marked vehicle should remember they are representing the City and as such should conduct themselves accordingly. Elected officials and department directors, in conjunction with Fleet Management, must also ensure that all decals are maintained and legible, and that vehicles are free from unauthorized markings.

Subject: Personal Take Home of City Vehicles

Origination Date: 9/2014

Revision date:01/2020

Personnel Take Home Use of City Vehicles

Goal: To regulate the number of vehicles those are officially designated as "take home" and to evaluate those vehicles annually for authenticity. The following was taken directly from the Human Resources Personnel Rules and Policies Manual.

Chapter 3 Section 371 City Vehicles

A. Purpose

The purpose of this policy is to set forth the guidelines under which City vehicles will be authorized to City personnel and the guidelines under which City vehicles may be used.

B. Policy

1. The provisions of this policy apply to all employees of the City of Buckeye.
2. The assignment of departmental vehicles during work time is based upon job description and departmental need for vehicles. Department Directors who have vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.
3. City vehicles are not personal vehicles and are not for personal use. City vehicles should be viewed as belonging to the citizens of the City and are assigned solely for the purposes consistent with providing services to those citizens.
4. It is the policy of the City that certain positions require employee access to vehicles on a 24-hour on-call basis. Vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle shall not be utilized for travel outside a direct commuting route for personal reasons. Vehicle use for non-City business is strictly prohibited.
5. "De minimis" use by an employee during the normal commute to and from work and/or to an assigned jobsite shall not be considered personal use. "De minimus" use may include "stops" in a City vehicle at a grocery store, bank, and similar stops when performed during the normal commute to and from work and/or to an assigned jobsite.

C. Rules Governing Use

1. Vehicles shall be marked in accordance with the City vehicle marking policy.
2. Vehicles shall not be used to transport passengers who are not directly or indirectly related to City business. Passengers shall be limited to City employees and individuals who are directly associated with City work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in City vehicles, unless determined to be official City business, such as mandatory social events, conferences, and other events where the City Manager requires attendance of a department director or department division manager, and invites spouses.
3. Vehicles should contain only those items for which the vehicle is designed. The City shall not be liable for the loss or damage of any personal property transported in the vehicle.

4. Seatbelts shall be worn by all employees and passenger(s) in vehicles so equipped during operation of the vehicle in accordance with state law. Passengers shall not travel in cargo areas of vehicles such as truck beds, or other areas where passenger seats are not available.

City of Buckeye Personnel Rules and Policies Manual Revised, Resolution 17-08, 4/15/08-3: 6 –

5. Employees shall not operate vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation. Additionally, employees shall not consume alcoholic beverages within two hours prior to operating City vehicles.

6. The use of tobacco products in any City vehicle is prohibited.

7. Employees who operate vehicles must have a valid motor vehicle license with a classification appropriate for the type of vehicle they are operating, issued by the State of Arizona and may be required to provide proof of valid motor vehicle license once every six (6) months. New employees with out of state vehicle license shall not be permitted to operate City vehicles and equipment until a valid Arizona vehicle license is obtained.

8. Employees driving vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

a. Employees who incur parking or other fines in vehicles shall be personally responsible for payment of such fines unless the payment of such fines by the City is approved by the City Manager.

b. Employees who are issued citations for any offense while using a vehicle must notify their supervisor immediately after the incident. Failure to provide such notice may be grounds for disciplinary action. Employees involved in an accident shall submit to a test for drugs or alcohol (including breath, urine and/or blood screenings). Such tests will be conducted in accordance with City rules and regulations.

c. Employees who have their license suspended or revoked shall immediately inform their supervisor and shall not be allowed to operate City vehicles until their driving privileges are restored.

9. No employee may use a vehicle for out of state use without advance approval of the City Manager and only for valid City of Buckeye travel requirements.

D. Vehicles for 24-Hour Use

1. The assignment and justification of vehicles for 24-hour use shall be made in writing by the Department Director to the City Manager, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. One or more of the following criteria shall be used in the determination of eligibility for 24-hour vehicle use:

a. Officially designated on-call status;

b. Requirement for frequent after hours or emergency availability;

c. The vehicle is used to perform on-duty work at a time that occurs outside of normal business hours;

d. For employees whose duties require daily and extensive field work and whose residence location will significantly reduce travel time and distance in the completion of assigned duties;

City of Buckeye Personnel Rules and Policies Manual Revised, Resolution 17-08, 4/15/08-3: 7 –

e. For operators of unmarked vehicles with civilian license plates whose work involves investigations and where domicile-to-duty travel is necessary to the successful completion of the task;

f. Emergency or other equipment contained in vehicle; and

g. No City facility is available for garaging in a safe and convenient location.

2. City vehicles may be used in a domicile-to-duty (take home) travel capacity when it can be demonstrated the use is necessary to accomplish a valid City government objective.

3. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.

4. Each department shall maintain a list of those employees authorized 24-hour use of a City vehicle and shall furnish the City Manager with an annual updated copy of the list by 30 June of each budget year.

5. For Mayor and council members, continuous overnight use is subject to the approval of the City Council and shall be valid through June 30th of each year. Written justification must be submitted and approved each year. Council may have the Mayor determine whether the 24-hour use for council members meet the criteria set forth in this policy.

6. All employees who are assigned 24-hour use vehicles shall ensure that the vehicle is made available for departmental use during any times of absence from normal City duties such as leave, travel or training. In no case shall a City vehicle be garaged at an employee's residence during times of employee absence from duty.

E. Occasional 24-Hour Use

1. Department directors may approve occasional overnight use for licensed City employees. Department directors are expected to use their professional judgment in granting overnight use.

2. Occasional 24-hour use requests shall include a written justification that clearly demonstrates that providing a take-home vehicle results in a lower total cost to the City compared to reimbursement to the employee for City-related use of a privately-owned vehicle.

3. Occasional 24-hour use shall be defined as periods less than one week in duration and as part of a regularly scheduled requirement for on call services.

Subject: Emergency Management**Origination Date: 9/2014****Revision date:01/2020**

Emergency Management

Goal: To provide support in the event of a natural or man-made disaster. We will follow the City of Buckeye's Emergency Management Plan with amendments from the Public Safety and Public Works Department Fleet Management Division in regards to fleet.

Fuel Management and Reserve Inventories

Fuel inventories and access to back-up fuel would allow for 30 days of operation without needing additional resources.

The following steps are recommended as a cost-effective method of securing emergency fuel inventories.

1. Contact all neighboring government agencies including school districts, utilities, cities, counties, state, and federal locations that could be storing fuel. Ask for their cooperation in developing a "regional" emergency fuel inventory plan. Be sure to identify how many vehicles would be included during an emergency situation from each agency. Remember, the goal is to be operational for a period of 30 + days without any additional fuel being delivered.
2. Using a map, identify private sector fueling stations that are located away from the government sector fuel storage areas. This approach will ensure that regardless of the emergency, several optional fuel storage and dispensing locations will have been identified. It is important that a non-government location be identified and made ready for use.
3. Issue emergency purchase orders to the private sector fuel suppliers. This will ensure that the fuel used will be paid for after the emergency is over.
4. As with fuel, plan to add oils and other operational needs. This would include, but not be limited to, the following:
 - Engine oil
 - Transmission fluid
 - Hydraulic fluid
 - Power steering fluid
 - Windshield wiper blades
 - Windshield cleaning fluid

At each location, a method for tracking the consumption of these items must be in place. Whether it is a simple paper list or an automated system, some form of inventory control should be planned.

The final issue regarding emergency fuel supplies is electrical power. During some emergency situations, electrical power may be cut off for days. We offer two recommendations to assist with this issue:

1. Modify electrical panels to allow for stand by generators.
2. Equip a fuel transport truck with a pumping system that can draw fuel from underground tanks and pump fuel into vehicles.

Another option, depending on the amount of fuel needed for an emergency in your area, is using fuel from local farming locations. Most farms use overhead fuel storage tanks that operate by gravity.

Back-up Vehicles and Equipment

Purchase orders are in place with local equipment companies for emergency purposes.

This is more of a paper preparation step. However, this process does ensure two very important items:

1. This process communicates to the local vehicle and equipment vendors that they could be called upon to supply emergency vehicles and equipment at a moment's notice. Do not rely on only one vendor.
2. It allows local government authorities to educate themselves on the types and numbers of vehicles and equipment that are available should an emergency occur.

Should an emergency occur, advise the vendor's management (vehicle and equipment suppliers) who are specifically authorized to rent, lease, or obtain emergency vehicles. Always obtain a document from the vendor stating the cost and condition of the agreement.

Fleet Vehicle and Equipment Inventory Listing

A complete list of all vehicles, equipment, and rental companies is forwarded to the emergency management office every six months.

This is one of several ongoing methods of communication that should be automatic.

During some emergency situations, a list of vehicles and equipment that are available for use, identified by parking location, is very helpful. This type of information may make the difference between pieces of equipment being on-site in minutes rather than hours. Once the nature of the emergency is known, the person in charge, knowing the location of specific types of equipment, may elect to obtain equipment from a vendor that is much closer to the situation.

It may be helpful to use web sites to locate vehicles and equipment. Ensure that the emergency management office knows about them.

Training

All shop employees have received training for our department's role in case of an emergency.

Working in cooperation with the Office of Emergency Management, identify your staff's role during an emergency situation. Ensure that all staff have been fully trained and clearly understand their roles. As most shop technicians know how to operate all vehicles and equipment in their respective fleets, the role of operator could be of significant importance.

Should shop technicians become operators, do not forget your department's most important and valuable contribution, which is to keep key vehicles and equipment operational. This skill is as important as the knowledge of how to operate a vehicle or piece of equipment.

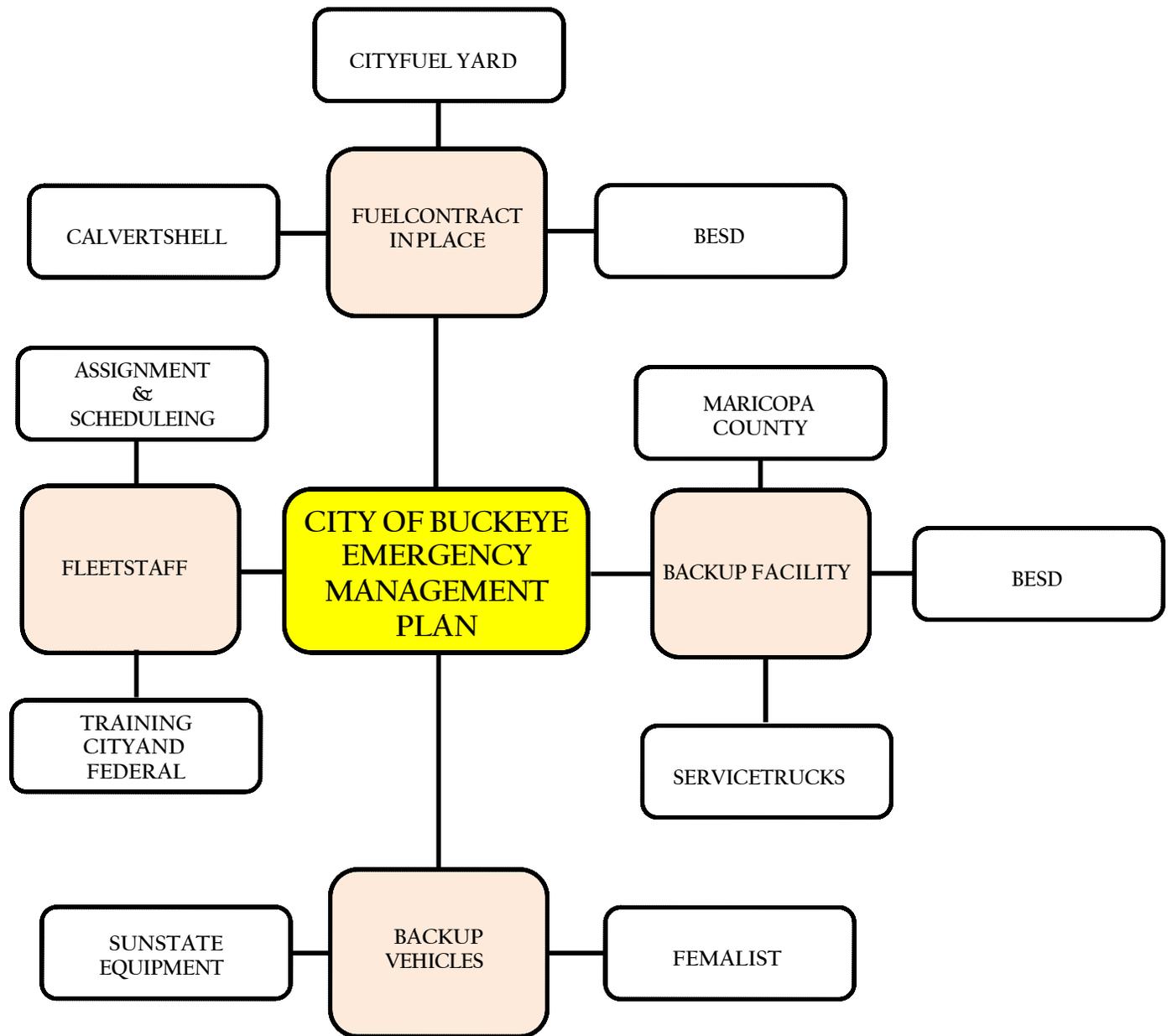
Maintenance Facility Replacement Options

Back-up operational plans are in place in case our repair facility(s) can no longer be used.

In some cases, the agency that has the job of responding to an emergency situation may also be the agency that needs the assistance. As a fleet manager, you have a basic idea of what it would take to move your shop operation to another location. You also know this move is something that could not be completed within a few minutes 'notice.

In planning for one or more of the vehicle maintenance facilities to be incapacitated, the following steps are recommended:

1. Find out if the agencies that you contacted above for fuel reserves may be able to provide additional resources such as a maintenance facility that could be used by multiple agencies during an emergency situation.
2. Identify the private sector facilities as reserve facilities and communicate your plan to them.
3. Most fleet operations have service trucks. Between all local fleet agencies, ensure that the combination of service trucks are equipped with the following:
 - a. Electric generator
 - b. Air compressor
 - c. Welding equipment (electric and gas)
 - d. Good supply of hand tools
 - e. A dependable method of communication



CITY FUEL YARD 23454 MC 85 BUCKEYE AZ 85326

SOMBRERO SHELL (CALVERT) 501 S MAIN STREET 85326

BUCKEYE ELEMENTARY SCHOOL (BESD) 25555 W DURANGO ST. BUCKEYE AZ

85326 SUNSTATE EQUIPMENT 1015 N 195 AVE BUCKEYE AZ 85326

ADMINISTRATIVE GUIDELINES

Subject: Stationary Generators (Public Safety)

Origination Date: 9/2016

Revision date:01/2020

Public Safety/Emergency Stationary Generators “Power Plants”

Goal: To provide annual maintenance, load bank testing, quarterly inspections and fueling in order to keep generators at optimum readiness in case of an emergency/power outage

Generators

Public Works Department, Fleet Management Division (Fleet), will be responsible for providing the above services through an approved contractor by the City of Buckeye Construction and Contracts Division. The current generators that are included are;

Fire Stations

- No.2 (Sundance)
- No.3(Verrado)
- No.4(FestivalRanch)

Police Departments

- Dispatch/Booking
- Towers
- Sundance Crossing

Information Technology(IT) Building

Others may be added as new facilities are brought on line.

Repair/Maintenance

Current contract includes annual maintenance, load bank testing and quarterly inspections. Repairs that are found at the time of inspection must be quoted by contractor and authorized by Fleet in accordance with the City Procurement Code.

Inspection Reports

Inspection reports and maintenance records will be kept by Fleet. A copy will be sent to the respective department for their files.

- Police: Support Services Administrator
- Fire: Management Assistant
- IT: Director

Fueling

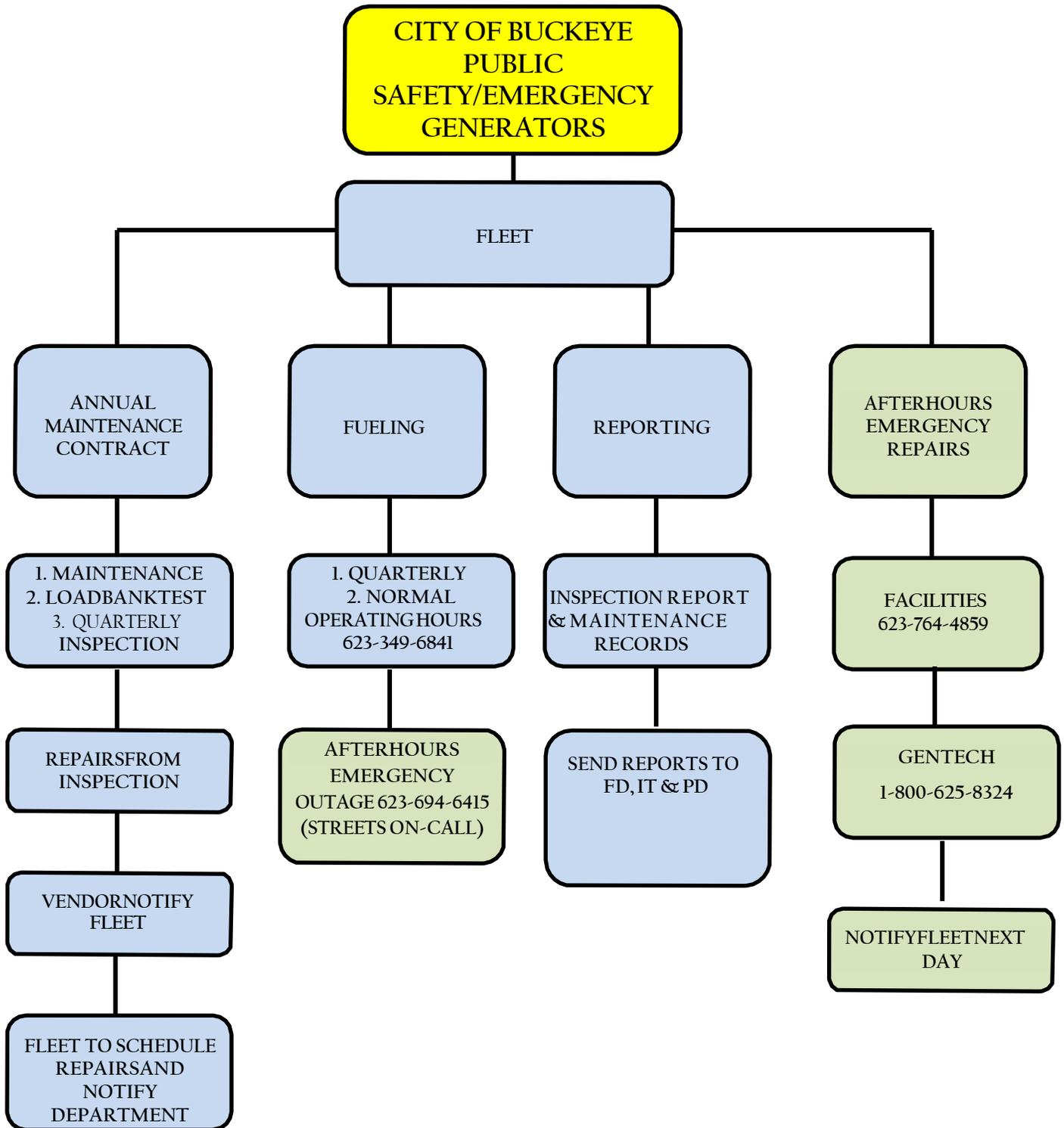
Fueling will be provided by Fleet Management on the following basis:

- Quarterly
- Emergency Situations:
 - during normal hours of operation (Mon.-Thurs. 5am to 6pm & Fri 5am to 3:30pm)
623-349-6841
 - After-Hours Streets on-call 623- 694-6415

Emergency After-Hours Repairs

Contact for after-hour emergency repair during an emergency/power outage:

- Facilities Maintenance 623-764-4859 they will contact contractor if needed
- GEN-TECH 1-800-625-8324



POLICE COMMUNICATIONS

100 N Apache Rd

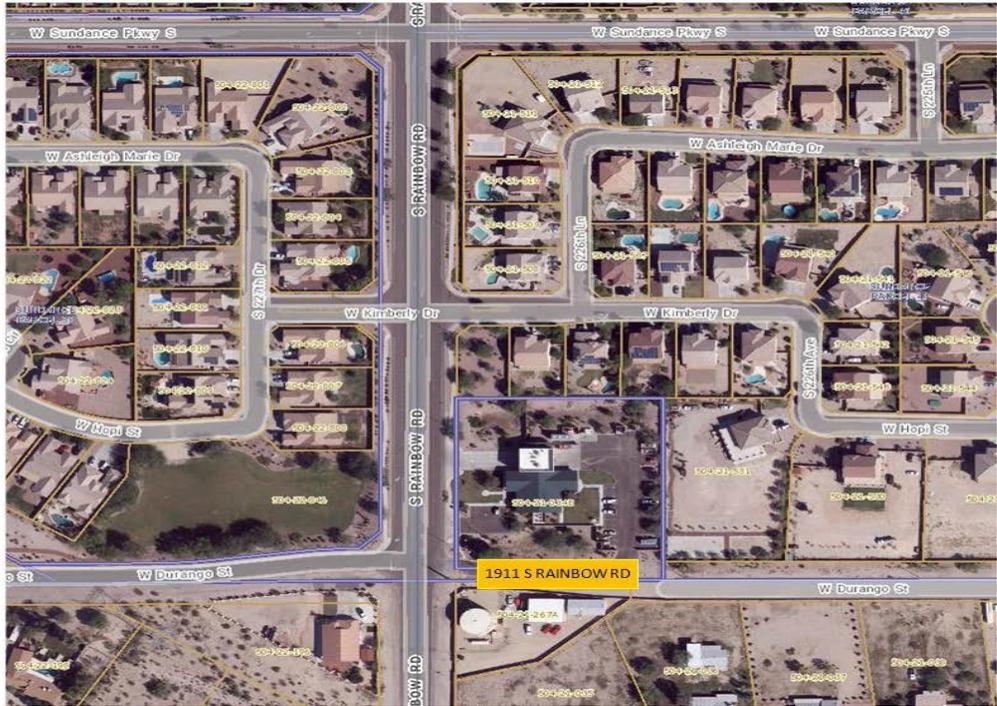
INFORMATION TECHNOLOGY

1101 E Ash Ave



FIRESTATION 702

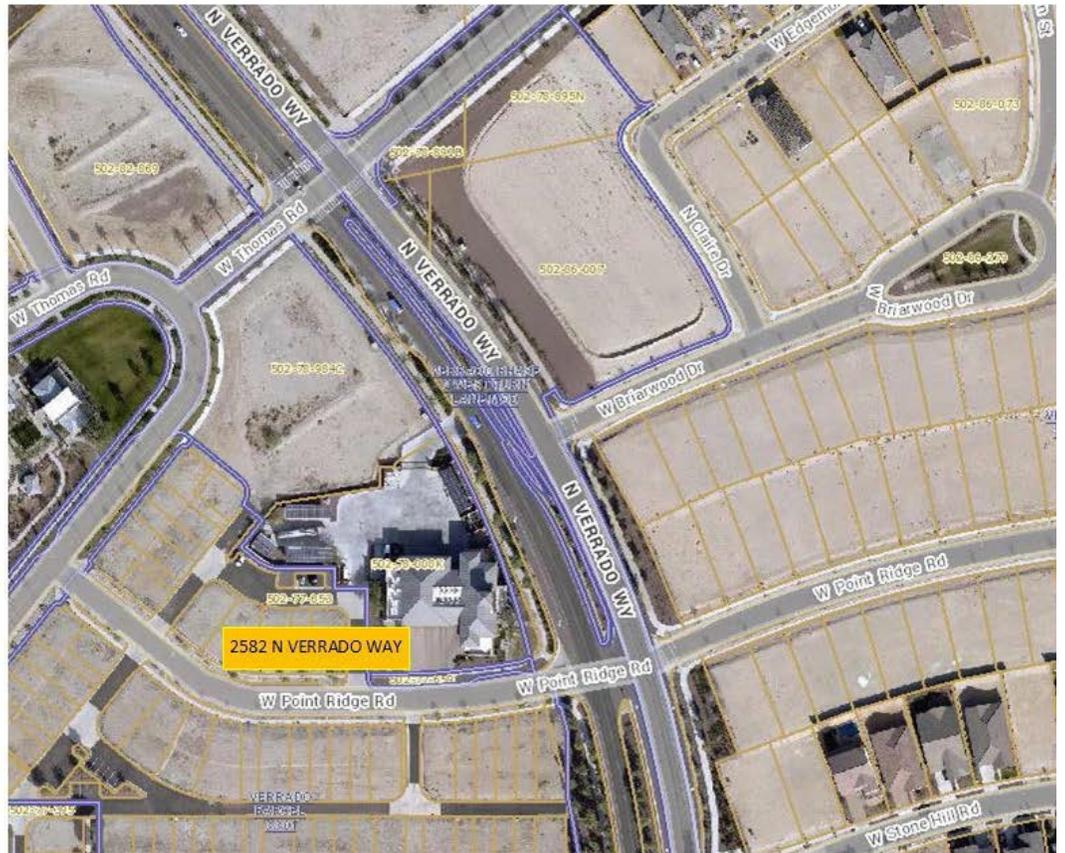
1911 S Rainbow Rd.



SUNDANCE CROSSINGS
MUNICIPAL COMPLEX
21699 W Yuma Rd.



FIRESTATION 703
2582 N Verrado Way



ADMINISTRATIVE GUIDELINES

Subject: Fleet Management Sustainability Goal

Origination Date: 10/2017

Revision date: 01/2020

Fleet Management Sustainability Goals

Goal: To provide a sustainability goal based on a five year outlook that includes Environmental Care, Economics and Social Progress

Environmental Care:

Complete a Green House Gas (GHG) Inventory
Reduce carbon foot print by 5% by the year 2025

Example Scale of carbon foot print
20 MPG @ 12,000 Miles = 9.2 metric tons
20 – 30 MPG @ 12,000 Miles = 7.9 metric tons
Hybrid + 40 MPG @ 12,000 Miles = 4.7 metric tons

By the year 2020 replace 10% of fleet to **Alternative Energy Vehicle** with **Partial Zero Emissions Vehicle**, **Ultra Low Emission Vehicle** or **Zero Emissions Vehicle**

Continue Alternative Fuel/Vehicle Analysis-
Reduce fleet vehicle miles driven by 5% by the year 2023

Telematics – Currently in testing phase with two departments, Estimated ROI of 4-1

Accomplish by working and educating ourselves and departments through our Fleet Management Committee on selecting the right application for their needs.

Membership on Clean City Coalition

Promote telematics to reduce mileage driven and monitor driving habits

Continue to initiate environmentally preferred practices
Continues Conservation of Non – Renewable Resources (re-refined oil/synthetics)
Continue Hazardous Waste Management

Economics:

Continue to Maintain Competitive Cost Structure which is based on overhead / direct labor hours. We are currently at \$82.92 per hour with a Return on Investment of (ROI) of 49% (annually based on our labor rate against private sector)

Continue Fleet Replacement/Depreciation-\$1.5M (annually) new vehicles equals 'new technology

Maintain Customer Satisfaction-Goal (98%), Actual (100%) based on surveys

To sustain future city growth:

Plan on strategic locations for Fleet Maintenance/Repair Facilities

In-house fueling sites – Costs \$300K, ROI of \$35K per year based on # of gallons used X .19 markup – **Fuel Facility Completed December 2018**

Staffing Levels – currently at 90 vehicles/equipment to 1 technician

Training, tools, software, technology advancements

Overview City

Buckeye is a city within Maricopa County and is, at this time, the western most incorporated city in the Phoenix metropolitan area.

2000 Census the population was 6,537.

2010 Census the population was 50,876 which equals a + 678% growth

2015 Special Census – waiting for official results (unofficial around 62,582) Today, Buckeye is the country's 15th fastest growing city (U.S. Census Bureau 2015).

2018 Population of 75,000 and 5th fastest growing city with a population >50,000

2020 Population of 85,000

Size: 600 square miles (1,015 km²)

Social Progress:

To be accountable and fiscally responsible to our citizens of Buckeye

We have the ability to give back to our community and industry by being an advisory member for the **Career and Technical Education** program for Buckeye Union High School. Mentorship with local schools by providing an internship program

ADMINISTRATIVE GUIDELINES

Subject: Fuel Facilities

Origination Date: DRAFT 10/2018

Revision date: 01/2020

Fuel Facilities Policy

Goal: The purpose of this policy is to provide employees of our City Departments direction regarding the operation and use of the City of Buckeye owned and operated vehicle and equipment fuel facilities.

Background

The city of Buckeye has invested a significant amount of funding into its fuel storage and handling infrastructure to support the day-to-day operations of vehicles and equipment used by various city departments. This policy provides guidelines for vehicle and equipment operators on the products provided along with the authorized use of each product. A list and location of city fuel facilities can be found at :<https://www.buckeyeaz.gov/home/showdocument?id=112>

In the event that the City fueling facility is closed, Public Works Fleet Management will designate alternative fueling stations in Buckeye. Calvert (Sombrero) Shell is designated as first option, otherwise, those employees with City purchase cards should purchase fuel from a commercial fueling source.

Description & Location

Fuel is stored at the Public Works yard in an above ground tank. The tank, operated by the city, has a 12,000-gallon storage capacity comprised of 6,000 unleaded and of 6,000 diesel. Construction and installation of the double-walled tank was completed August 2018, and is in excellent condition. The tank is located on the north side of the PublicWorks yard.

Facility Name: City of Buckeye Public Works

Hours Facility is staffed: 7:00 a.m. to 6:00 Monday Through Thursday

Hours of Fueling Station Operation: 24-hours a day, 7 days a week, exclusive of maintenance, fueling, spill response, testing

Telephone Number: (623) 349-6800x5

Physical Address and Directions: 23454 MC 85, Buckeye, AZ 85326. Property is at the NE intersection of Watson and Baseline Roads, in Maricopa County, AZ

Latitude & Longitude: 33.377852 North, -112.555971 West

Street Address: 23454 MC 85, Buckeye, AZ 85326

Owner/Operator: City of Buckeye



Key Contacts:

Fleet Manager (623) 349-6840 or (623) 349-6841

PublicWorks Director (623) 349-6815

Environmental Manager (623) 349-6805 or (623) 208-3640

Products and Definitions

1. CBG Gasoline – Unleaded gasoline with a minimum octane of 87 and containing 10 percent ethanol by volume
 - a. For use in all equipment with gasoline/flex-fuel engines
2. Bio-Diesel - 15 PPM Sulfur (maximum) Undyed Ultra-Low Sulfur Diesel Fuel containing up to 20 percent Bio-Diesel
 - a. For use in all equipment with diesel engines
 - b. Fuel tank capacities must be rotated in a timely manner. Usually 30 days.
 - c. Should be primary fuel for these types of equipment
3. ULSD – 15 PPM Sulfur (maximum) Undyed Ultra-Low Sulfur Diesel Fuel
 - a. For use in all equipment with diesel engines
 - b. Intended for those vehicle where equipment fuel tanks do not get drained in a timely manner. Usually 6-months.
 - c. Contains up to 5% bio-diesel for lubricity
4. FMU – Fuel Master Unit, Computer tower installed at or on the fuel island. Links to AIM Module installed on vehicle collects and stores, vehicle fuel transaction data and onboard diagnostics (OBD) data for later download and processing
5. AIMS – Computer device that holds vehicle information, OBD data, and communicates with the FMU.

- a. Installed on most 2012 and newer City owned vehicles and equipment
 - b. Authorizes fueling transactions and activates dispensers/pumps at City operated fuel facilities
6. PROKEE – Electronic, programmable chip embedded in a hard plastic casing. Stores key information associated with vehicle and equipment required for fuel management, billing and equipment maintenance.
- a. Provided for vehicles and equipment not equipped with AIMS and backup with vehicles with AIMS
 - b. Authorizes fueling transactions and activates dispensers/pumps at City operated fuel facilities

Operations

1. Public Works Fleet Management Will:
 - a. Manage City Fuel system operational, environmental and inspection programs
 - b. Manage fuel inventory and accountability program
 - c. Provide guidance to system operator on matters of operational, environmental and inspection
 - d. Monitor changes Federal, State, and county environmental guidance
 - e. Coordinate maintenance requirements with contracted vendors
 - f. Monitor inventories and coordinate deliveries with contracted vendor
 - g. Ensure fuel spill equipment and materials are available and well stocked at all facilities
 - h. Ensure an adequate number of employees are trained on operational, environmental and inspection requirements
 - i. Perform and document system inspections as required by all federal, state and local agencies
 - j. Maintain inspection documentation on site as required by law or guidance

2. City equipment and vehicle operators will:
 - a. Be familiar with the safe and proper use of City-owned fuel facilities
 - i. How to perform fuel transaction using AIM
 - ii. How to perform fuel transaction using Prokee
 - b. Use City-owned and operated facilities as first choice for fuel requirements
 - c. Uses alternate fuel sources as authorized by specific city department policies coordinated through the Fleet Division and located within *Definitions of Fleet Management Services*
 - d. Issue the proper fuel to vehicle and equipment
 - e. Ensure installed AIMS system or Prokee is operating properly, report all deficiencies to Fleet for timely repair
 - f. Notify Fleet of any fuel facilities failures to ensure timely repair
 - g. Clean up any fuel spills as a result of filling vehicle/equipment

Fuel Dispensing Procedures and Spill Response

Unleaded fuel is dispensed on the south side of the tank and diesel fuel is dispensed on the north side. The fuel dispensers and nozzles (for nozzles on side of tank) are numbered, Diesel 1 & 3 and Unleaded 2 & 4. Nozzles and Dispensers are the same number. The fuel dispensers are set up that they are in the run position at all times (handle at 90-degree angle). The dispensers will not be activated until Prokee is inserted in the Fuel Master Unit (FMU), located on the east side of the fuel tank, or AIM's System is activated. In case of any fuel leak while dispensing you will need to shut off dispenser by turning handle straight down and notify Fleet. **Please make sure that trigger lock on nozzles are released after fueling.**

PROKEE

Insert key in FMU and follow prompts (same as County Fuel Yard)

- a. Mileage
- b. Pump Dispenser Number (marked on side of dispenser and tank)
- c. Light on top of dispenser will come on when activated and pump will run

AIMS

Leave Vehicle Key in the on position and engine off

- a. Insert nozzle in fuel tank
- b. Light on top of dispenser will come on when activated and pump will run

<https://www.buckeyeaz.gov/Home/ShowDocument?id=7029>

Regulatory Compliance

This document has been prepared in accordance with Title 40, Code of Federal Regulations Part 112.

The Environmental Protection Agency's Oil Pollution Prevention Rule became effective January 10, 1974. It was published under the authority of Section 311(j) (1) (C) of the Federal Water Pollution Control Act (Clean Water Act). The prevention rule was revised on July 17, 2002, and amended again on December 12, 2005.

Facilities subject to the rule must prepare and implement a plan to prevent any discharge of oil into or upon navigable waters of the United States or adjoining shorelines. The plan is called a Spill Prevention, Control and Countermeasure (SPCC) Plan.

The purpose of the Oil Prevention Rule is to prevent discharge of oil into navigable water of the United States or adjoining shorelines as opposed to response and cleanup after a spill occurs.

Before a facility is subjected to the SPCC rule it must meet three criteria: 1) it must be non-transportation-related; 2) it must have an aggregate aboveground storage capacity greater than 1,320 gallons or a completely buried storage capacity greater than 42,000 gallons; and 3) there must be a reasonable expectation of a discharge into or upon navigable Waters of the United States (WOTUS).

The city of Buckeye does not have reasonable expectation that a discharge from this fuel tank will reach a WOTUS, however, the city has proactively prepared this document as its preferred policy and procedure document concerning fueling operations for city-owned vehicles and equipment.

For further information, refer to the complete City's Spill Prevention Control & Counter Measure Plan:

<https://www.buckeyeaz.gov/Home/ShowDocument?id=7031>

<https://www.buckeyeaz.gov/Home/ShowDocument?id=7030>

Fuel Tank/Dispenser Inspections

On a monthly basis, the Fleet Management Fleet Analyst will ensure each fuel site completes the following scheduled inspections listed below. The Fleet Analyst is responsible for keeping all documentations and will coordinate with Fleet Support Specialist for assistance in performing these functions.

1. Daily fuel tank & dispenser inspection:
 - a. Check storage tank area for any spills
 - b. Inspect fuel dispenser nozzles in accordance with checklist
 - c. Inspect fuel dispenser hoses in accordance with checklist
 - d. Inspect fuel dispenser swivels in accordance with checklist
 - e. Review permits and inspections logs in accordance with checklist
 - f. Report any items not in compliance with checklist to Fleet Management Analyst
 - g. Forward a copy of the checklist to Fleet Management Analyst on a monthly basis.

2. Weekly fuel tank & dispenser inspection:
 - a. Inspect fuel storage tank nozzles in accordance with checklist
 - b. Ensure spill buckets are clean and dry
 - c. Ensure caps are locked on securely with gasket in place
 - d. Ensure fill tube is in good condition with no dents or cracks
 - e. Ensure PV valves are on vent pipes and in good condition

3. Monthly fuel tank inspection:
 - a. Physically verify vendor stick reading before fuel is pumped into tank
 - b. Physically verify vendor stick reading after fuel is pumped into tank
 - c. Reconcile quantities with delivery ticket
 - d. Reconcile quantities with invoice
 - e. Document audits should include date completed, person who completed audit, fuel quantity measurements for stick readings before and after fuel is pumped into tank, and any comments

- f. Document fuel sites that did not have fuel deliveries for the month
- g. Documentation shall be forwarded to Fleet Management Analyst on a monthly basis

Monthly Fuel Reconciliation/Audits

On a monthly basis, the Fleet Management Fleet Analyst will ensure each fuel site completes minimum one fuel tank quantity reconciliation and a fuel delivery audit for each fuel type tank. The Fleet Analyst is responsible for keeping all documentations and will coordinate with Fleet Support Service Specialist for assistance in performing these functions.

1. Fuel Tank Reconciliation:

- a. Conduct fuel tank quantity utilizing a fuel measurement device (stick) for all above ground storage tank (AST)
- b. Verify quantity with automatic measurement device (Veeder Root TLS-350) for all UST
- c. Verify fuel quantities from stick reading versus fleet management database (RTA) and conduct investigation as necessary for discrepancies
- d. All RTA adjustments will be verified by the Fleet Analyst or Finance Manager prior to adjusting quantities in RTA
- e. Documented reconciliations should include date completed, person who completed inspection, fuel quantity measurements for stick and RTA database, any adjustments into RTA, and investigation results or comments
- f. Documentation shall be forwarded to Fleet Manager on a monthly basis

2. Fuel Delivery Audits:

- a. Physically verify vendor stick reading before fuel is pumped into tank
- b. Physically verify vendor stick reading after fuel is pumped into tank
- c. Reconcile quantities with delivery ticket
- d. Reconcile quantities with invoice. The Fleet Analyst or designee will review all fuel invoices for accuracy and final payment
- e. Document audits should include date completed; person who completed audit, fuel quantity measurements for stick readings before and after fuel is pumped into tank, and any comments
- f. Document fuel sites that did not have fuel deliveries for the month
- g. Documentation shall be forwarded to Fleet Analyst on a monthly basis

Daily Fuel Tank Inspection Log

CITY OF BUCKEYE DAILY FUEL TANK INSPECTION LOG

MONTH:	YEAR:	INSPECTED BY:																															
DISPENSERS		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Nozzle instruction & Oxygenate Decals posted & readable?																																	
Open Dispensers: Check for any leaks or drips																																	
Are all lights lit & all displays readable?																																	
NOZZLES																																	
Are spouts tight with no play?																																	
Are spouts damaged-worn-or bent																																	
Does the Trigger Work Properly? Moves freely when dispenser off & no fuel can be dispensed?																																	
Is the Nozzle dripping gasoline?																																	
Does the hold open latch work properly?																																	
Does the auto shut-off work properly?																																	
HOSES																																	
Are any hoses cut-crimped-torn flattened-frayed or more than 6" dragging on the ground?																																	
Breakaway? Is any fuel leaking from the connections?																																	
SWIVELS																																	
Do all swivels move freely?																																	
Are there any signs of binding or leaking?																																	
ABOVE GROUND STORAGE TANKS																																	
Are spill buckets clean & dry?																																	
Are the caps locked on securely? With gaskets in place?																																	
With the caps on, can you turn the pipes?																																	
Is the fill tube in good condition?																																	
Are there any dents/cracks in the fill tube?																																	
Are gaskets between collar & drop tube? None torn-missing-out of place?																																	
Are PV valves on the vent pipes? Are they damaged?																																	
PERMITS																																	
Are Permits and licenses posted / readily available to regulators?																																	
Are Inspection & Maintenance logs CURRENT, COMPLETE & CORRECT?																																	

IF YOU ARE HAVING ANY PROBLEMS WITH THE ABOVE, IMMEDIATELY TAG THE EQUIPMENT "OUT OF ORDER" AND CONTACT FLEET MANAGEMENT AT 623-349-6841.

✓: PASS

X = FAIL

FAIL= CORRECTIVE ACTION

••RECORD CORRECTIVE ACTION ON RESERVE SIDE OF THIS PAGE

Weekly Above Ground Storage Tank Log

WEEKLY ABOVE GROUND STORAGE TANK INSPECTIONS

MONTH: INSPECTED BY:

LOCATION DATE:			
Are the spill containments clean and dry?			
Are spill containments free from cracks?			
With the caps on, can you turn the pipes?			
Is the fill tube in good condition?			
Are gaskets between collar and drop tube?			
Is the gasket on the fill pipe cap with no cracks or gaps?			
Is the gasket on the vapor recovery cap with no cracks/gaps?			
Does the vapor recovery poppet recover when pressed?			
Is the recovery drain plug in working order (if present)?			
Are PV valves on the vent pipes?			
Is the fill pipe within 6 inches of the bottom of the tank?			
Have the records been kept of the recent fuel deliveries?			
Evidence of tank settlement or foundation washout?			
Is there cracking of the concrete pad?			
Are tank supports in satisfactory condition?			
Will water drain away from the tank?			
Is the grounding strap secured and in good condition?			
Evidence of paint or outside coating corrosion failure?			
Noticeable shell/head distortions, buckling, denting, or bulging?			
Are all connection bolts tight with no sign of corrosion?			
Are there holes in the roof or is the roof in need of repair?			
Are vents free of obstructions?			
Are the emergency vents operable?			
Date tank liquid level sensing device was tested (annually)			
Are overfill prevention devices in proper working condition?			
Are there any issues with electrical wiring?			

N=NO
 NO=CORRECTIVE ACTION
 **RECORD CORRECTIVE ACTION ON RESERVE SIDE OF THIS PAGE

ADMINISTRATIVE GUIDELINES

Subject: Stormwater Pollution Prevention Plan (SWPPP)

Origination Date: 9/2014

Revision date: 3/2019

Introduction

The Arizona Department of Environmental Quality (ADEQ) issued the City of Buckeye a general permit for stormwater discharges from small MS4s to Waters of the US (WoUS) on September 29, 2016. Permit#AZG2016-002.

As part of this permit, ADEQ requires the City to inspect its own facilities to determine processes and procedures on how to better implement waste controls that prevent pollutants from escaping the site that have the potential to enter WoUS.

One of the many programs in place within the City's stormwater program is a good housekeeping approach. Developing, implementing, and maintaining a Stormwater Pollution Prevention Plan (SWPPP) on a municipal level helps improve local water quality.

The primary goal of the stormwater permit program is to enhance surface water quality by reducing the amount of pollutants potentially contained in the stormwater runoff.

For further information, refer to the complete City's Stormwater Pollution Prevention Plan (SWPPP):

<https://www.buckeyeaz.gov/Home/ShowDocument?id=7032>