



# County of Yolo

## Administrative Policies and Procedures Manual

TITLE: VEHICLE PURCHASING	DEPARTMENT: COMMUNITY SERVICES
TYPE: PROCEDURE	DATE: TBD

A. PURPOSE: This Procedure Implements the County Vehicle Policy, provides further policy direction and guidance and provides procedures for requesting a vehicle purchase.

1. General: All vehicle purchases shall follow Department of Financial Services budgetary requirements and procedures. Vehicle and equipment purchase considerations should include the justifiable need for the vehicle, as well as the vehicle's purpose, price, cost of operation, emissions, any necessary additional features and expected life cycle as well as energy and infrastructure (charging) requirements, parking, and security, etc.

B. PROCESS FOR REQUESTING VEHICLES: The vehicle purchase process is typically initiated during budget planning for the upcoming fiscal year.

1. After purchase order submittal, the vehicle purchasing process can take several months because vehicles are ordered from the factory and are built to specifications. Please consider this timeframe when ordering a vehicle. Supply chain issues, manufacturer labor issues and strikes can also delay delivery. If the vehicle is needed urgently, please work with Fleet Services for more expedient delivery options.
2. Prior to requesting a vehicle, including vehicle replacement, considerations shall be made to the need, and to budget principles that encourage a "Sustainable Fleet".
  - a. Consider the need: It is the intent of the County to purchase / own the fewest number of vehicles needed. Best management practices should be implemented to avoid the purchase of ultimately under-utilized vehicles due to lack of demand or narrow program limits (i.e., grant funded restrictions). Whenever possible, Departments should implement shared vehicle pools or other options to avoid maintaining infrequently used vehicles.
    - i. Vehicles averaging less than 400 miles per month for a recent 12-month period are considered low use. Fleet Services identifies low use vehicles in reports to departments at the beginning stages of budget development (usually in January).
    - ii. Justification and Department Director authorization shall be required when requesting to replace low use vehicles and may also be required as justification for retention of low use vehicles.
  - b. Sustainable Fleet: It is the intent of the County to be "carbon negative" by the year 2030 and committing to low or no emission vehicles is key to achieving this goal. Additionally, State laws are changing, which may require or encourage low emission or zero emission vehicles. Therefore, Departments shall endeavor to purchase the most environmentally sustainable option when replacing or purchasing new vehicles, starting with electric, then hybrid and finally combustion. Hybrid or combustion vehicles will only be considered if there is a compelling business reason.
    - i. The County is working toward a comprehensive plan to evaluate building readiness to electrify and support charging infrastructure. Departments are



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encouraged to incorporate plans for a sustainable fleet within their goals, objectives, and budgets, including adding adequate charging infrastructure.

- ii. New state laws encourage or require sustainable fleet purchases, which may dictate or limit purchase choices. Fleet Services is a resource for applicable laws and sustainable fleet requirements as well as information concerning sustainability, reliability, efficiency, and emissions for various kinds of vehicle makes and models. They are also a resource as to how other Departments are dealing with fleet changes.
3. Fleet Services Initiated Procurement Process: Fleet Services will email Departments a current vehicle list including recent usage, ages and mileages meeting replacement criteria upon request. Vehicle Replacement forms (Budget Form 11) will be included for all vehicles Fleet Services recommends for replacement. Vehicles with low mileage (less than 400 miles per month) will not be recommended for replacement without additional justification on Budget Form 11.
  4. Department Initiated Procurement Process: Departments will include other vehicle and equipment requests, such as additional vehicle requests, if any, as part of budget preparation, also using Budget Form 11. Submit forms to Fleet Services for review. Fleet Services will provide estimate of costs. Situations which may warrant Department request may include:
    - 1) Earlier replacement based on use, for vehicles likely to meet replacement criteria by the time the new vehicle is delivered and placed in service.
    - 2) Low use vehicles, with the Department's justification for replacement, and Department Director's authorization.
    - 3) Un-metered vehicles or equipment.
    - 4) Extreme use vehicles, to avoid reliability or performance issues not experienced with normal use vehicles.
    - 5) Replacement of vehicles with more sustainable vehicle
    - 6) Others, with appropriate justification.
  5. Purchase requests outside of the normal budget process may be required due to vehicle/equipment failure, department program changes or availability of grants or other funds. Such requests shall be made using Budget Form 11 and submitted to Fleet Services.

### C. SPECIAL CONSIDERATIONS

1. Vehicles purchased with special funding (such as grant funds) may include specific instructions as to the stated registered owner or identification of a lienholder. Department staff submitting vehicle purchase requests (Vehicle Acquisition Request Form – Budget Form 11) must clearly state the Agency's requirements.
  - a. Other funding sources/ grantors/ program managers contracts must be closely followed to ensure compliance with use, service, and repair, reporting and disposition.
  - b. Available grant or other outside agency funds require a contract or similar agreements to be submitted with Budget Form 11. Critical information includes:
    - 1) Clarification of ownership
    - 2) Clarification of additional insurance requirements



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- 3) Damage or replacement directive and liability ICO wreck or theft
- 4) Use restrictions
- 5) Use monitoring or reporting requirements
- 6) Maintenance, out-of-service, accident, or similar reporting requirements
- 7) Disposition. Is vehicle to be returned to funder at end of service life? Does funder end interest in vehicle after specific useful life? Can county “buy out” vehicle value if conditions warrant?
- 8) Contact information of grantor/funder/ agency authorized to provide contract
  - a. Departments will initiate budget form 11 and forward via email to Fleet Services, providing as much information as possible.
  - b. Department Head Approval: Even with outside funding, such as grants, there is still a need to justify the need and expected use of the vehicle, provided on Budget Form 11.

D. OWNERSHIP AND REGISTRATION: Requesting Department is considered the vehicle owner (unless special circumstances require otherwise); however, several owner responsibilities are performed by Fleet Services, including

1. Delivery to Fleet Services. P.O.s will direct delivery to Fleet Services  
294 West Beamer St.  
Woodland, CA 95695
2. Common registration (as directed or performed by Fleet Services) allows Fleet Services to “find” vehicles in DMV system as well as make Fleet Services the recipient of important mailings (toll invoices, parking tickets, etc.) and un-important mailings (sales ads, service promotions). Fleet Services responds to, files or forwards mailings as appropriate.

E. PURCHASE ORDERS

1. Fleet Services will finalize Form 11 after receipt, including cost quotation information and purchase authorization being provided in section D. 5., and forwarding to the requesting Department and Procurement.
  - a. Department purchasing the vehicle/ equipment will submit requisition upon receipt of completed Form 11.
  - b. Procurement will create PO, and email to dealer, cc to Department and Fiscal Services.
  - c. Expect several months for delivery

F. RECEIPT AND ASSET REPORTING

1. Fleet Services accepts/ receives new vehicles, as the “drop ship” address. Upon receipt, Fleet Services will forward freight/ delivery document(s) or invoice through DCS-Fiscal to DFS and Department. Payment is expected promptly, and often rewarded with a discount through the vendor
2. Fleet Services will forward or directs receipt/ invoice to purchasing department and cc DFS for inclusion on asset list with Fleet assigned identification number.
  - a. Requesting Department and DFS will determine proper ‘inventory’ of PO’s/ expenditures for



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vehicle outfitting which may pay for (outfitting) labor, single use items (ie., decals) or single use or reusable equipment.

- b. Fleet Services will process or confirm proper DMV, ARB or other registration/ reporting as appropriate.

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