



Vehicle Maintenance and Replacement Policy

POLICY EFFECTIVE – February 2023

The purpose of the Fleet Replacement Policy is to ensure safe, dependable, cost-effective equipment, and furnish quality vehicle maintenance services to the Village of Golf Manor. These support services enable our employees to continue provide excellent service to the citizens of Golf Manor.

Our Fleet:

The 2023 Village Fleet includes 3 medium trucks, 5 SUVs, 2 sedans, 3 light pickup trucks, a bobcat, and 2 gators. The fleet is generally serviced at local garages, and maintained by the individual departments.

Objectives:

The primary objective is to control overall cost of operating and maintaining the Village of Golf Manor fleet of vehicles and equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. All new purchases for vehicles and equipment are coordinated through the department heads for recommendation to the Village Administrator.

The purpose of this document is to provide a written vehicle replacement plan and specific vehicle/equipment requirements of the fleet. Since each municipality's fleet and usage is unique, a universal management guide does not exist that can be applied to all types of fleets for every locality. This is a living document that will be modified and updated as needed to reflect changes in Village of Golf Manor organizational climate, needs of our residents and employees, and changes in the automotive and equipment industry.

Departments:

- Police
- Service
- Administration

Background

The Village of Golf Manor Department Heads are assigned the overall responsibility for managing their department's fleet of vehicles and construction/maintenance equipment. Each department collaborates with the Administration to: develop vehicle and equipment replacement schedules, acquire vehicles and equipment, and reassign/dispose of vehicles and equipment. The vehicle and equipment maintenance functions are assigned to each department head.

A complete listing of the vehicles and equipment is maintained by the Fiscal Officer and the Department Heads.

Maintenance:

The goal of the Golf Manor Municipal Vehicle Replacement and Maintenance Policy is to keep vehicles and equipment in sound operating condition. Preventative maintenance routines and intervals followed by our department heads and are based on local driving conditions and manufacturer's recommendations, for each type of vehicle or equipment and each type of maintenance service. Maintenance costs represent a significant portion of the total cost to own and operate a vehicle or piece of heavy equipment and tend to increase as a vehicle or equipment ages. Escalating maintenance costs are a key factor in determining when to replace a fleet vehicle. In addition to the added cost of maintenance as a vehicle ages, there is an additional cost to the municipality when a vehicle is in the garage receiving maintenance and not available for use. Preventative maintenance is the key to avoid repair or replacement of costly major vehicle components such as engines, transmissions and drive trains. Our department heads in collaboration with third-party mechanics make adjustments to the manufacturer's recommendations based on the specific vehicle's use. For example, a police vehicle may idle for an extended period of time while an officer monitors a high-risk area. When an engine idles, it incurs wear and tear that will require future maintenance. Therefore, the maintenance schedule for a vehicle that runs idle 50 percent of the time may be as frequent as that of a comparable one that drives more miles.

Accurate and complete vehicle maintenance records are a key tool for making fleet management decisions. Vehicle maintenance costs are variable and distinct to each vehicle. Pertinent records maintained for each vehicle are:

- Vehicle maintenance logs
- Fuel usage logs
- Cumulative costs of parts, labor, and overhead by a vehicle over its life.

Replacement:

The Village of Golf Manor uses replacement standards based on American Public Works Association¹ industry guidelines and years of experience in operating and maintaining vehicles and equipment. This policy takes a responsible approach to vehicle management. Its focus is fleet management, of which vehicle replacements is just one part of the process. Many factors will be considered before a vehicle is confirmed for replacement; any one factor can initiate the vehicle review process, but each is independent of the others. Since each vehicle is assessed on many elements besides age, this policy allows much greater flexibility for vehicle replacement. A vehicle may not have reached a fixed age replacement requirement to be eligible for replacement under this policy.

¹ Based on American Public Works Association, Planned Fleet Replacement
<https://www.apwa.net/store/detail.aspx?id=PB.A1223>

Development of Guidelines/Procedures:

Department heads, using the inventory of existing vehicles and equipment must coordinate the replacement schedule for all Municipal vehicles and heavy equipment. The schedule will be updated as needed and will be used as the basis for planning for the replacement of vehicles and equipment. The vehicle and equipment replacement schedule includes the following information for each vehicle or unit of capital equipment:

- A. Age in years also known as life.
- B. Usage in hours or miles.
- C. Useful life (based on commonly used standards for municipal vehicles and equipment)
- D. Reliability (down time for repairs not related to preventative maintenance)
- E. Cost of Maintenance and Repairs.
- F. Overall condition: mechanical, operating, safety, or appearance.
- G. Vehicle/equipment year, mileage/hour thresholds
- H. Funding

A vehicle maintenance evaluation will be conducted a minimum of once a year per vehicle or equipment, unless conditions change due to an accident or large repair then an immediate evaluation should be completed. The vehicle maintenance evaluation is performed or delegated by the department head (Evaluation Form attached).

The Evaluation Forms will be provided to the Administration for further review and consideration. If the evaluation indicates the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention in as-is service or be refurbished and returned to service in the same assignment or reassigned. In some cases, it may be reassigned to other departments with "low usage" requirements.

Depending on the availability of funds, vehicles and equipment will be replaced when they are at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or there is a demonstrated cost saving to the Village of Golf Manor. All vehicles acquired and maintained by the Village of Golf Manor are recommended for replacement in accordance with adopted guidelines/procedures and all departments are responsible for complying with these guidelines/procedures.

Reassignment and Disposal of Vehicles and Equipment:

The vehicle and equipment fleet is sized to meet the current needs of the Village. Fleet vehicles and heavy equipment can be reassigned to replace units currently assigned to other departments. In those instances, the older units will be disposed. As needed, department heads will meet with Administration to review the vehicle and equipment replacement schedule, and plan for the reassignment or disposal of vehicles and equipment that have qualified to be replaced. Trade in, sealed bids, internet auctions, trade journal advertisements, and public auctions will be utilized for the disposal of vehicles and heavy equipment.

VEHICLE / EQUIPMENT EVALUATION FORM

Vehicle or Equipment VIN or Serial# _____

Vehicle or Equipment# _____

Department Assigned to: _____

Make: _____ Model: _____ Year: _____

Mileage: _____ Hours of Operations: _____

Date of Evaluation: _____ Evaluator: _____

Factor	Points
Age	
Mileage/Hours	
Reliability	
Maintenance/Repair Cost	
Condition	
Total Points	

Point Ranges	Condition	Description
0-23	Excellent	Do not replace
24-28	Very Good	Re-evaluate for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
34-38	Fair	Qualifies for replacement this year if budget allows
38+	Poor	Needs priority replacement

Evaluator Comments:

Evaluator Signature: _____

VEHICLE/EQUIPMENT EVALUATION SUMMARY REPORT

Vehicle or Equipment VIN or Serial# _____

Vehicle or Equipment# _____

Department Assigned to: _____

Make: _____ Model: _____ Year: _____

Description of use:

Summary of values

Years of Service: _____ Useful life: _____

Years over or under: _____ Current Mileage: _____

Mileage threshold: _____ Miles over or under: _____

Current Hours: _____ Hours threshold: _____

Hours over or under: _____

Maintenance/Repairs Cost to Date: _____

Purchase Cost: _____ Repair Cost: _____

Replacement Cost: _____ Current Value: _____

Can this vehicle be reassigned if necessary: (circle one) YES / NO

Comments and Other Considerations:

Recommendations:

Point Range Details for Sedans, SUV's, Trucks (1 Ton or Less) Replacement Guidelines

Factor	Points	Description
Age/Hours Usage Type of Service	1	Each year of Chronological Age
	1	Each 10,000 miles or 250 hours
	1	Standard Sedans, SUV's, Pickups
	2	Standard vehicles with occasional off-road use
	3	Any vehicle that pulls, trailers, hauls heavy loads and has continued off-road usage
	4	Any vehicle involved in snow removal
	5	Police Units
Reliability (Preventative Maintenance work not included)	1	In shop one time within 3-month time period, no major breakdowns or road calls
	2	In shop one time within 3-month time period, with 1 breakdown or road call
	3	In shop more than once within 3-month time period, with 1 breakdown or road call
	4	In shop more than twice within one month time period, with 1 or more breakdown or road calls in the same time period
	5	In shop more than twice monthly, 2 or more breakdowns within one month time period
Maintenance and Repair Costs (Incident repair not included)	1	Maintenance costs are less than or equal to 20% of replacement cost
	2	Maintenance costs are 21-40% of replacement cost
	3	Maintenance costs are 41-60% of replacement cost
	4	Maintenance costs are 61-80% of replacement cost
	5	Maintenance costs are greater than or equal to 81% of replacement costs
Condition	1	No visual damage or rust, good drive train
	2	Minor imperfections in body & paint, interior fair (no rips, tears, burns), good drive train
	3	Noticeable imperfections in body & paint surface, minor rust, minor damage for add-on equipment, worn interior (one or more rips, tears, burns) and weak or noisy drive train.
	4	Previous accident damage, poor paint & body condition, rust (holes), bad interior (rips, tears, cracked dash), major damage for add-on equipment and drive train component bad
	5	Previous accident damage, poor paint & body condition, rust (holes), bad interior (rips, tears, cracked dash), drive train is damaged or inoperative and major damage from add-on equipment
Point Ranges	Condition	Description
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Vehicle / Equipment Thresholds		
Vehicle Category	Life Cycle	Mileage/ Eval. Points
Police Cars	4	50,000
Police SUV's	5	65,000
Sedans / SUV's	7	75,000
Light Trucks (1/2 - 3/4 ton)	7	65,000
Medium Trucks (3/4 - 2 Ton)	10	150,000
Heavy Trucks (over 2 ton)	12	175,000
Fire SUV's	5	65,000
Fire Apparatus - Front Line	10	150,000
Fire Apparatus - Back Up	20	250,000
Ambulance - Front Line	7	100,000
Ambulance - Back Up	14	200,000
Light Duty Shuttle	7	100,000
Street Sweeper	15	200,000
Boat	15	34+
Ice Resurfacer - Front Line	10	34+
Ice Resurfacer - Back up	20	34+
Tractor	20	34+
Mini Excavator	15	34+
Backhoe	15	34+
Skid Steer	15	34+
Wood Chipper	20	34+
Portable Air Compressor	20	34+