

RESOLUTION NO. 2012- 14

A RESOLUTION OF FREMONT COUNTY, IDAHO, ADOPTING A POLICY GOVERNING THE MAINTENANCE OF COUNTY VEHICLES.

WHEREAS, Fremont County employees play an important role in maintaining assigned vehicles in a safe, operable condition; and

WHEREAS, Fremont County employees can help make sure the vehicles they operate receives the regular care it needs; and

WHEREAS, if any aspect of a vehicle's performance concerns a Fremont County employee, there needs to be a policy in place to bring the situation to the attention of the Fleet Manager, and

WHEREAS, the safety of the employee and the public are a concern of Fremont County, and

WHEREAS, the Board of County Commissioners of Fremont County, Idaho has determined it is in the best interests of all employees from Fremont County to set out in writing its policies regarding maintenance and repair of county owned vehicles; and

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Fremont County, Idaho, that the Fremont Vehicle Maintenance Policy is adopted as follows:

PURPOSE

To provide information regarding basic services of normal maintenance and repair, and damage/abuse repair.

SERVICE MAINTENANCE

Shall include but not be limited to:

- A. Routine maintenance and repair, including preventative maintenance of fleet and non-fleet vehicles and equipment.
- B. Repair of fleet and non-fleet vehicles and equipment components.
- C. Field service of routine maintenance, repairs and tires.

DEFINITIONS

Maintenance: the repair (either in-house or outsourced), refurbishing or upkeep of a fleet unit for the purpose of sustaining its' proper functioning state.

Maintenance is divided into scheduled and unscheduled:

Microfilm No. 538189
At 11m Day APR 20 12
At 4:59 O'Clock PM
ABBE MACE
FREMONT CO RECORDER
Fee \$ 0 Recorded at Request of Abbe Mace Deputy

Scheduled maintenance is planned service and repair. Examples: preventative maintenance, performing a vehicle modification.

Unscheduled maintenance is the result of a vehicle breakdown or the sudden unexpected failure of a vehicle part, which makes operating the unit unsafe. Examples: light failure, flat tire, and dead battery.

Parts: Vehicular and equipment items and pieces used during the repair and servicing of fleet units.

Quality Control: Those actions taken by the Fleet Manager to control the performance of services.

Other Services: Other services provided by the Fleet Manager, which are not considered normal maintenance and repair functions.

LOCATIONS FOR SERVICING

Vehicles may be taken to the following locations (no particular order):

Les Schwab
The Lube Bay
St. Anthony Motors
Bucks Auto Repair II
Elk Creek Station

The Fleet Manager or one of his designees may perform the service work at a reduction in cost.

NOTIFICATION

The Fleet Manager must be notified of any additional work or issues with fleet vehicles that is discovered during the maintenance BEFORE the additional work is completed, or by filling out the Vehicle Repair Request Form.

PRIMACY

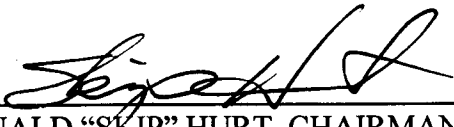
This SOP supersedes any existing policy, policies or procedures that may be in conflict with the provisions of this SOP.

EFFECTIVE DATE

This resolution shall be in full force and effect upon passage and signing by the Chairman of the Board of County Commissioners, 2012.

PASSED THIS 9th DAY OF APRIL, 2012, BY THE BOARD OF COUNTY COMMISSIONERS OF FREMONT COUNTY, IDAHO.

BOARD OF COUNTY COMMISSIONERS
FREMONT COUNTY, IDAHO

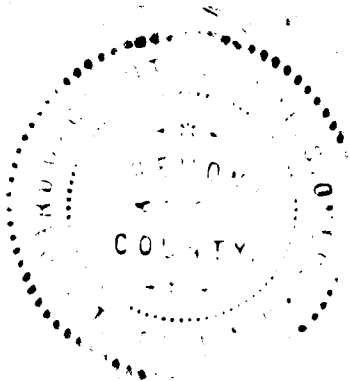


RONALD "SKIP" HURT, CHAIRMAN

ATTEST:



ABBIE MACE, COUNTY CLERK



538189

VEHICLE REPAIR REQUEST

Vehicle Number: _____

Driver: _____

Reason for Request:

Date: _____ Time: _____ Mileage: _____

Department Head Signature: _____

Routine Maintenance Items, Check all that apply

- Needs oil changed
- Tire(s) appear worn or spare tire was used
- Wiper blades appear worn