

# **DuPage County Vehicle Policy**

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## DU PAGE COUNTY VEHICLE POLICY

### I. Purpose

The establishment of a uniform vehicle policy for the County of DuPage is to assure consistent vehicle standards, specifications, utilization, maintenance, reimbursement to employees, replacement criteria, vehicle replacements and additions and vehicle transfers and disposals are applied to all county vehicles. Compliance with State and Federal rules related to emissions, alternate fuels, etc. is to be met by use of this vehicle policy. Encourage the conversion to an alternate fuel fleet, when practicable, including but not limited to hybrids, E-85, compressed natural gas and propane.

### II. Scope

Vehicles covered in this policy are all County-owned vehicles maintained by the Division of Transportation or the Public Works Department.

### III. Fleet

#### a. Manufacturer

The County will determine and purchase vehicles that meet the requirements of the user department. The vehicles specified will meet current make and models produced. All vehicles shall be purchased from State of Illinois contract whenever possible and must comply with all federal and state requirements and regulations. No used vehicles may be purchased without prior inspection and approval of the Manager of Highway Operations. Every attempt will be made to standardize vehicle manufacturer and model for purpose of reducing spare parts inventory and the need for specialized maintenance equipment and tools.

#### b. Vehicle Standards/Specifications

- i. The exterior colors of all vehicles, i.e., all passenger cars, as well as all trucks and special use vehicles purchased by the County, will be standard fleet white.
- ii. The exterior color of the Division of Transportation heavy trucks and construction equipment shall be yellow for safety purposes.
- iii. The following departments will be exempt from the standardized County markings and color requirements of this policy: Sheriff's Office, Office of Homeland Security and Emergency Management, State's Attorney, Chief Judge, Public Defender, Coroner's Office or as otherwise determined by the County Board Chairman.
- iv. All County vehicles must be marked with the current County logo with the exception of the departments listed in Sections III.b.iii.

#### c. Basic Equipment

The Highway Manager will determine the appropriate basic vehicle equipment after discussing the usage of the vehicle with the end user. Attempts will be made to eliminate optional features to reduce cost while providing adequate features

(packages) for the use of the vehicle. The parent committee will make final determination of any disagreement on basic vehicle equipment.

d. Alternate Fuel

When an alternate fuel vehicle is available, a bid will be solicited for both conventional fuel and an alternate fuel model. The parent committee will consider the viability of both options. The committee should take into account the initial cost of the vehicle as well as the operating and maintenance cost of the vehicle over time.

IV. Utilization of County Vehicles

a. Permanent Assignment of Vehicles is not desired and shall only be allowed as part of the following criteria:

- i. Department Heads and Elected Officials will be responsible for recommending which vehicle(s) under their department's control may be driven home on a regular basis. This recommendation must be presented to the Chairman of the County Board for his written approval and then approved by the Finance Committee prior to the start of every new fiscal year.
- ii. All County vehicles, including those assigned to Elected Officials and their employees, are required to utilize the service station and maintenance programs of the Division of Transportation, except those vehicles under the Public Works Department, which will be maintained at the Woodridge Greene Valley facility.

b. Preventative Maintenance

Each County vehicle must obtain preventative maintenance as required by the County's Infrastructure 2000 Fleet System. The gas key for any vehicle that is past due for maintenance service as per the 2000 Fleet System will no longer be able to obtain gasoline for said vehicle. The driver must contact the Division of Transportation or the Woodridge Greene Valley facility to arrange a preventive maintenance inspection as required.

c. Annual Reports

The Division of Transportation will be responsible for submitting any reports relating to federal or state requirements. The Public Works Department will be responsible for providing required information to the Division of Transportation for report submittal for vehicles maintained by the Public Works Department.

d. Charge For Personal Use of Vehicles

Permanent or seasonal assignment of County vehicles to employees shall be made for bona-fide County business purposes and only when in the best interest of conducting County business and as approved annually by the County Board Chairman, the Finance Committee and the County Board as part of the annual budget process. Usage of assigned County vehicles for personal business, other than commuting to and from work and de minimus usage while performing

official business activities is strictly prohibited. Any violation of this section may subject the employee to disciplinary action under existing personnel disciplinary procedure. In accordance with the current provisions and guidelines as defined by the Internal Revenue Service, employees provided with a County vehicle will incur additional taxable income for non-business use (including commuting miles) under one of the following methods: Annual Lease Value, Standard Mileage Rate or Commuter Value. Employees covered by this section will be required to submit sworn detailed mileage reports to the payroll section of the Personnel Department on a monthly basis. In cases where no mileage report is filed, all mileage incurred on the assigned vehicle will be deemed for personal use and added to the employee's income under the appropriate valuation method. All Elected Officials, Department Heads, and employees who have permanently or seasonally assigned County vehicles are subject to the provisions of this tax law and shall be required to adhere to administrative procedures as set forth for compliance. The Personnel Administrator shall establish the necessary administrative procedures and forms ensuring countywide compliance with applicable tax laws. Exceptions to this shall be:

1. Law enforcement personnel
2. Employees required to commute to and from work in specially equipped vehicles
3. Employees that are regularly dispatched from home

e. Personal Vehicle Use

Reimbursement for employee's use of their personal vehicle in the conduct of County business shall be per County Board Resolution. Sworn claims are to be processed on the standard "Mileage and Expense Report" form approved by the responsible Department Head, Elected Official or their designee.

V. Replacement Criteria

- a. It is the goal of this policy to ensure that all County vehicles are used to their maximum potential for County business. To that end, every effort shall be made to keep or rotate all County vehicles, except for special purpose vehicles (Street Sweepers, Vehicles with Handicap Accessibility, Truck Cranes, etc.), and to keep said vehicles in service for at least 150,000 miles or a period of twelve years.
- b. Vehicle condition is the basic criteria for replacement consideration prior to the incurrence of extraordinary maintenance costs or safety problems.
- c. Department Heads and Elected Officials will review their vehicle fleet annually and make written recommendations justifying any request for replacement. All vehicles added or replaced must be listed on the report noted in Section VI.a.2. to be eligible for replacement and otherwise meet all criteria required in this vehicle policy.

- d. Vehicles and equipment are to be replaced on an economical and safety basis taking many things into account including age, miles/hours, past costs, estimated future cost to repair, reliability and appearance.
- e. Special Purpose Vehicles (Street Sweepers, Vehicles with Handicap Accessibility, Truck Cranes) will be analyzed on an individual basis by the Highway Operations Manager and subject to County Board approval as per DuPage County Purchasing Policy.
- f. Rotation of County vehicles within the fleet shall be recommended annually by the Highway Operations Manager and approved prior to the beginning of each fiscal year by the County Board Chairman, the County Finance Committee and the County Board.
- g. Replacement of a vehicle with an alternate fuel model will be done whenever feasible. Where practical, larger vehicles should be downsized based upon vehicle usage and job responsibilities.

VI. Vehicle Replacements and Additions

- a. Procedure
 

All requests for vehicles which represent an addition and/or replacement to the fleet must comply with the following procedure:

  - i. The requesting department must justify the need and cost in writing of a replacement or additional vehicle during the annual budget process. Said request must be approved by the County Board Chairman, the Finance Committee of the DuPage County Board and the County Board by resolution.
  - ii. Replacement Vehicles: Vehicles will be replaced according to the replacement criteria as set forth in this policy. Annually, the Division of Transportation will review the age, mileage and condition of the fleet and prepare a report that summarizes this information. A copy of said report will be sent to the County Board Chairman, the Director of Transportation and Operations, the Finance Department, Purchasing Division and all departments that have County vehicles and the Finance Committee of the County Board.
  - iii. Approval Procedure for Additional Vehicles: After compliance with Section V. of this Policy, the requesting Department Head or Elected Official shall submit a written request for all additional vehicles to the County Board Chairman and Director of Transportation and Operations. The Director of Transportation and Operations will present the County Board Chairman's recommendation to the Parent and Finance Committees.
- b. Impounded Vehicle Acquisition
 

Impounded vehicles that have been acquired by any County department must be inspected by the Division of Transportation Operations Manager to determine suitability of service or disposal and then treated as a replacement or additional vehicle as per this policy.

- c. **Procurement and Receipt**  
All new vehicles will be received at the Division of Transportation facility. The Division of Transportation will be responsible for assuring the new vehicles meet the required specifications. The Finance Department will be notified of all new vehicle assignments and old vehicle dispositions for insurance coverage adjustment. When a new replacement vehicle is ready to be placed in service, the department to which the vehicle is assigned must surrender the old vehicle to the Division of Transportation prior to receiving the keys to the new vehicle who will then dispose of or reassign said vehicle as per this policy. The Division of Transportation will analyze and determine the best way to dispose or rotate a vehicle to another use as per this policy. Vehicles and equipment may be used as a trade-in, sold, used internally for parts or scrapped.
  
- d. **Excess Vehicles and Vehicle Transfers**  
A Form "A" – "Disposition of Obsolete or Surplus Material" will be prepared by the department or function for the vehicle being surrendered and forwarded to the Finance Department. The Purchasing Division will work with the Division of Transportation to dispose or to reassign vehicles in the most advantageous method to the County.
  
- e. **Revisions and Maintenance of this Policy**  
All Department Heads and Elected Officials shall forward suggested changes to this policy to the Director of Transportation and Operations. The Director of Transportation and Operations will, in turn, forward these suggestions, along with his recommendations, to the County Board Chairman and the Finance Committee for review and final determination prior to formal County Board approval by Resolution.