

# Corporate Fleet Sustainability Policy

June 5, 2012

## PURPOSE

Fleet Services is committed to managing and maintaining a sustainable fleet of City vehicles and equipment. This policy sets forth the framework to guide Fleet Services staff in their commitment and also establishes the responsibilities of all user departments when considering requests for additional, alternate, temporary, replacement, or leased equipment.

#### REFERENCES

• Purchasing Bylaw 9590

### RESPONSIBILITY

- a) Fleet Services (Transportation Services/Civic Operations/Community Services)
  - Provides vehicles and equipment for all City of Kelowna Divisions with the exceptions of the Kelowna Airport and the fire apparatus for the Kelowna Fire Department
- b) Purchasing (Corporate Services/Corporate Sustainability)
  - Together with Fleet Services, Purchasing ensures that consideration is given to the Sustainable Procurement Purchasing Policy when specifying vehicles and equipment.

#### c) Financial Services (Corporate Sustainability)

 Together with Fleet Services, Financial Services ensures that the 10 Year Capital Equipment Replacement Reserve remains sustainable.

#### d) All City Departments

- Provide sound business cases to Fleet Services when a vehicle/equipment request is submitted and that consideration has been given to capital and operational costs, environmental footprint and optimum utilization. This fleet expansion request must be supported and approved by the Director of the branch making the vehicle/equipment request. The business case and Vehicle Use and Justification Form (Appendix A) must be submitted to Fleet Services on or before September 15 annually.
- When a Low Utilization Notification (Appendix B) is issued by Fleet Services, indicating that utilization targets are not being met as outlined in Appendix C, the User Branch must provide a written justification to retain the vehicles/equipment or the vehicles/equipment may be reallocated or disposed of. The user branch should consider using hired or leased equipment for reoccurring low utilization of vehicles/equipment. Continued low usage may result in cost recovery from the user branch for the shortfall of the expected utilization (Appendix C) as deemed appropriate by the Fleet Services Supervisor.

Effective Date	Revised Date	Authorized By	Approved By
June, 2012		Director, Civic Operations	City Manager

#### GENERAL

Fleet Services will:

- a) Endeavor to provide safe, practical, reliable, cost effective and sustainable vehicles/equipment.
- b) Investigate new leading edge technologies to determine optimal environmental and operational performance levels in vehicles and equipment.
- c) Promote fleet sharing among all user departments to achieve best utilization, cost recovery and reduced capital purchases.
- d) Conduct maintenance and repairs in such a manner that will result in high safety standards, extended vehicle/equipment life cycle, maximized availability, and minimized operational costs to ensure excellent customer service.
- e) Deliver driver/operator training programs which will reduce fuel costs, environmental footprint, maintenance costs, capital investment and increased safety and productivity.
- f) Ensure all vehicles/equipment purchases have a capital or reserve budget spending approval obtained from Council.
- g) Ensure all vehicles/equipment being considered for replacement and disposal are evaluated in part using the Equipment Condition Report.
- h) Work closely with Financial Services to continuously monitor and recommend internal vehicle/equipment rates to ensure the operating and replacement reserve is sustainable.
- i) Establish internal equipment rates based on the projected life cycle Vehicle Replacement Guidelines (Appendix D), projected annual utilization (Appendix C), actual operating costs and Fleet Services' overhead costs.
- j) Determine the practicality of leasing vs. purchasing of vehicles/equipment.
- k) Evaluate all new and replacement vehicles/equipment requests using the Vehicle Use and Justification Form (Appendix A) to ensure that the requested vehicle/equipment meets the best environmental and operational performance. Fleet Services will also use the Vehicle Replacement Guidelines (Appendix D) and consider asset depreciation, condition, equipment suitability, technological advancement, exhaust emissions testing, operational needs and economic climate.
- Monitor vehicles/equipment utilization to determine if re-allocation is necessary to optimize utilization and costs recovery. Fleet utilization will be tracked by actual vehicle/equipment kilometer and hour meters. A Low Utilization Notification (Appendix B) will be sent to a user group when projected or actual utilization is less than the Annual Utilization Targets (Appendix C). Continued low usage may result in cost recovery from the user branch for the shortfall of the expected utilization (Appendix C) as deemed appropriate by the Fleet Services Supervisor.

Effective Date	Revised Date	Authorized By	Approved By
June, 2012		Director, Civic Operations	City Manager

## CITY OF KELOWNA CORPORATE FLEET SUSTAINABILITY POLICY <u>APPENDIX A – VEHICLE USE AND JUSTIFICATION FORM</u>

Department: Supe			
a menuanceura material al com	ervisor:	Date:	
Unit #: Vehicle Type:	Year:		
Assigned Operator, If Known:			
Description of Vehicle Use:			
ls Replacement Vehicle Still Required: Yes 🔘	No O		
Replacement Vehicle Type Requested: Same: O	Down Size: Upsize	: 🔘	
If you are requesting downsizing or upsizing vehicle	please explain?		
2	~ ~		
Carbon Footprint: Same: ODecrease:	Increase:	-	~ ~
Percentage of Time Vehicle Will Be At Full Passenger	Capacity 20 0 40 0	) 60 🔘 8	0 0 100 0
Percentage of Time Vehicle Will Be At Driver Only Ca	apacity 20 0 40 0	60 0 8	0 () 100 ()
Percentage of Time Vehicle Will Be At Full Cargo Cap	pacity 20 40 0	) 60 🔘 8	0 🔿 100 🔿
Percentage of Time Vehicle Will Be At Half Cargo Cap	pacity 20 0 40 0	60 🔘 8	0 🔘 100 🔘
Percentage of Time Vehicle Will Be At No Cargo Capa	acity 20 0 40 0	60 0 8	0 0 100 0
What types of cargo will be transported in this vehic	le?		
Estimated Annual Engine Idle Hours:	Estimated Annual Kilometer Us	se:	
Estimated Annual Engine Idle Hours:	Estimated Annual Kilometer Us Trailers Are Available	se: Yes 🔿	No O
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available	se: Yes O Yes O	No O
Estimated Annual Engine Idle Hours:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed	Yes O Yes O Yes O	No O No O No O
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized	Yes O Yes O Yes O Yes O Yes O	No O No O No O
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain)	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized	Yes O Yes O Yes O Yes O Yes O	No O No O No O
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain)	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized	Yes O Yes O Yes O Yes O Yes O	No O No O No O
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain) Equipment Required:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized	Yes Yes Yes Yes	No N
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain) Equipment Required:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized Two Way Radio Strobe Light	Yes	No N
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain) Equipment Required:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized Two Way Radio Strobe Light Box Liner	Yes Yes Yes Yes Yes Yes Yes Yes	No N
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain) Equipment Required:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized Two Way Radio Strobe Light Box Liner Tool Box/Cabinets	Yes Yes Yes Yes Yes Yes Yes Yes	No N
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain) Equipment Required:	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized Two Way Radio Strobe Light Box Liner Tool Box/Cabinets Automatic Vehicle Locater	Yes O Yes O Yes O Yes O Yes O Yes O Yes O Yes O Yes O Yes O	No N
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain) Equipment Required: Dther (explain)	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized Two Way Radio Strobe Light Box Liner Tool Box/Cabinets Automatic Vehicle Locater	Yes Yes Yes Yes Yes Yes Yes Yes	No N
Estimated Annual Engine Idle Hours: Vehicle Replacement Can Be Downsized If: Other (explain) Equipment Required: Other (explain)	Estimated Annual Kilometer Us Trailers Are Available More Vehicles Made Available Cargo Racks Installed Hook Lift Cargo Boxes Utilized Two Way Radio Strobe Light Box Liner Tool Box/Cabinets Automatic Vehicle Locater	Yes Yes Yes Yes Yes Yes Yes Yes	No N

## \*\*\*\*A PDF of Appendix A is attached for use\*\*\*\*

Effective Date	Revised Date	Authorized By	Approved By
June, 2012		Director, Civic Operations	City Manager

CITY	OF KEL	_OWNA
------	--------	-------

## APPENDIX B – LOW UTILIZATION NOTIFICATION

	FLEET SERV	ICES USE ONLY.	
UNIT			
ASSIGNED DEPAR	RTMENT:		
ASSIGNED SUPER	RVISOR:		
PROJECTED ANN	JAL UTILIZATION:	KILOMETER/HOURS	
PROJECTED REPO	ORTING PERIOD UTILIZ	ATION: KILOMET	FER/HOURS
ACTUAL REPORT	NG PERIOD UTILIZATIO	DN: KILOMETER/	HOURS
% OF PROJECTED	REPORTING PERIOD	UTILIZATION:	
TRM HOUR'S UTIL	IZATION:		
EPARTMENT SUPERVIS	SOR SIGN OFF:		
EPARTMENT MANAGEF	R SIGN OFF:		
Effective Date	Revised Date	Authorized By	Approved By
June, 2012		Director, Civic Operations	City Manager

## CORPORATE FLEET SUSTAINABILITY POLICY

Page 5 of 6

## APPENDIX C – ANNUAL UTILIZATION TARGETS

DESCRIPTION		KILOMETER	HOUR
CAR	ECONOMY	10,000	
CAR	MIDSIZE	10,000	
VAN	ECONOMY	10,000	
VAN	LIGHT DUTY	10,000	
PICKUP	ECONOMY	10,000	
PICKUP	LIGHT DUTY	10,000	
PICKUP	1-4 TON	20,000	
TRUCK	SINGE AXLE HD	20,000	
TRUCK	SINGE AXLE HD (CRANE)		750
TRUCK	SINGE AXLE HD (AERIAL)		750
TRUCK	TANDEM AXLE HD	20,000	
TRUCK	TANDEM AXLE HD (ATTACHMENT)		750
TRUCK	TANDEM HD (SEWER RODDER)		750
EQUIPMENT	LIGHT		750
EQUIPMENT	LIGHT, SEASONAL		375
EQUIPMENT	MEDIUM		750
EQUIPMENT	MEDIUM, SEASONAL		750
EQUIPMENT	LIGHT, TREE CHIPPERS		300
EQUIPMENT	HEAVY DUTY		1,000
EQUIPMENT	HEAVY DUTY (ELECTRIC DRIVE)		1,500
EQUIPMENT	FORKLIFT		500
EQUIPMENT	ICE RESURFACER		750
EQUIPMENT	SPECIALTY		750
TRAILERS	LIGHT DUTY		N/A
TRAILERS	HEAVY DUTY	20,000	

Effective Date	Revised Date	Authorized By	Approved By
June, 2012		Director, Civic Operations	City Manager

## CORPORATE FLEET SUSTAINABILITY POLICY

## APPENDIX D – VEHICLE REPLACEMENT GUIDELINES

CAR E	CONOMY			
	CONOMI	10	150,000	
CAR M	IIDSIZE	10	150,000	
VAN E	CONOMY	10	150,000	
VAN LI	IGHT DUTY	10	150,000	
PICKUP E	CONOMY	10	150,000	
PICKUP LI	IGHT DUTY	10	150,000	
PICKUP 1-	-4 TON	10	200,000	
TRUCK SI	INGE AXLE HD	10	200,000	
TRUCK SI	INGE AXLE HD (CRANE)	10		7,500
TRUCK SI	INGE AXLE HD (AERIAL)	10		7,500
TRUCK T	ANDEM AXLE HD	10	200,000	
TRUCK (A	ANDEM AXLE HD ATTACHMENT)	10		7,500
TRUCK T	ANDEM HD (SEWER RODDER)	10		7,500
SANDER A	TTACHMENT	8	N/A	
EQUIPMENT LI	IGHT	10		5,00
EQUIPMENT LI	IGHT, SEASONAL	15	N/A	
EQUIPMENT LI	IGHT, TREE CHIPPER	7		2,500
EQUIPMENT M	IEDIUM	10		7,500
EQUIPMENT M	IEDIUM, SEASONAL	15		7,500
EQUIPMENT H	IEAVY DUTY	10		10,000
EQUIPMENT H	IEAVY DUTY (ELECTRIC PRIVE)	15		15,000
EQUIPMENT S	WEEPERS	5		5,000
EQUIPMENT FO	ORKLIFT	15		7,500
EQUIPMENT IC	CE RESURFACER	10		7,500
EQUIPMENT SI	PECIALTY	10		7,500
TRAILERS LI	IGHT DUTY	15	N/A	
TRAILERS H	EAVY DUTY	15	200,000	

Effective Date	Revised Date	Authorized By	Approved By
June, 2012		Director, Civic Operations	City Manager