Office of the Mayor
City of Columbus
Ohio

EXECUTIVE ORDER
2013-01

Michael B. Coleman, Mayor
May 22, 2013

WHEREAS, the size of the city fleet dictates the establishment of management practices and policies to responsibly manage this significant area of the budget and to hold all city employees accountable for their proper operation and treatment of city vehicles; and

WHEREAS, good government and stewardship dictate that citywide policies for vehicle and fueling maintenance, use, specifications and reporting be established and properly monitored, evaluated and updated from time to time; and

WHEREAS, to control the size of the city's fleet, properly evaluate vehicle needs, and control the cost of vehicle maintenance and fuel, the Department of Finance and Management, Division of Fleet Management, must not only maintain the fleet but be given clear authority to manage it; and

WHEREAS, Fleet Management is to also assess, train and assist city departments to keep city fueling and generator sites fully compliant with applicable regulatory provisions, and to ensure these sites are properly monitored to sufficiently guard against theft or unauthorized use; and

WHEREAS, Executive Orders of November 4, 2003 and July 17, 2007 successfully reduced the total number of city vehicles and increased the Division of Fleet Management's authority to oversee the City's fleet; this new Executive Order, which rescinds the Executive Order issued on July 17, 2007 on page E07-1 on the Table of Contents for Executive Orders, will further define Fleet Management's authority to implement vehicle policies, properly dispose of vehicles, and reassign under-utilized equipment; and

NOW, THEREFORE, I, Michael B. Coleman, Mayor of the City of Columbus, declare and institute this Executive Order outlining the policies city departments and employees are to follow with regard to fleet management:

I. Maintenance, Replacement, Utilization, and Condition Reporting

A. Maintenance and Repair Authorization

1. Fleet Management is not to initiate repairs of any vehicle where the cost of repair exceeds the capitalized value of the vehicle. Exceptions will require a written explanation and authorization from the appointing authority that operates the city vehicle and from the authorization of Fleet Management before a repair is to be made.

2. Fleet Management will be the final arbiter as to whether a vehicle is to remain in the fleet or is to be sold.

B. Utilization

1. Fleet Management is to create evaluation parameters to judge the underutilization of vehicles. The parameters will include the number of miles each vehicle should be driven annually so as to justify the cost effectiveness of ongoing ownership of a vehicle in lieu of granting mileage reimbursement or greater pool vehicle use. Exceptions due to specific job duties and operational needs shall be part of this evaluation process.

2. Evaluation of underutilized vehicles will be conducted in conjunction with each agency and is to be completed annually using a format, methodology and timeframe as established by Fleet Management. Any vehicle that fails to meet the annual mileage target established by Fleet Management shall be targeted for sale, disposal, or reassignment.

3. Once a vehicle has been determined to be underutilized it cannot continue to be operated without approval from Fleet Management. To be approved for continued use, a justification will be necessary in a format determined by Fleet Management. Failure to properly justify an underutilized vehicle within a reasonable time period will result in vehicle sale, disposal, or reassignment. Reassignment will be made within the same division unless there is no use for that vehicle then it will be made available to other divisions.

II. Take Home and Remote Park Vehicles

A. Take Home

1. A take home vehicle is one where a vehicle is driven to or from work after an assigned work shift because the employee meets the "Authorization and Justification" criteria established below.

B. Remote Park

1. A remote park vehicle is one where a vehicle is driven to or from work after assigned work shift to a city owned location or a location approved by the employees' appointing authority because the employee meets the "Authorization and Justification" criteria established below.

C. Authorization and Justification

1. Authorization for a take home or remote park vehicle must be in writing with approval of the employee's appointing authority. City vehicles may be taken home only under the following situations:

a. An employee is required or requested to respond to emergency duties during off-hours; and/or

b. An employee is to report to work locations other than normal reporting locations and will use the vehicle throughout the workday for essential services and responsibilities; and/or

c. An employee is assigned a city take-home vehicle as part of a collective bargaining contract.

2. Each division is required to submit a list and justification of current take home and remote park vehicles to the Fleet Management Division annually. This reporting shall be made in a format as determined by the Department of Finance and Management.

III. Pool Vehicles

A. Where applicable, and with the aid of Fleet Management, departments are to establish and utilize equipment pools for vehicles and equipment for which such shared use can be efficiently and logically determined.

IV. Specifications & New Vehicle Approval

A. No new or used vehicle shall be added to the fleet unless the Department of Finance and Management approves the acquisition. This includes grant funded or donated vehicles.

B. Vehicles shall not be altered or modified without approval of Fleet Management. Decaling and/or striping of all city vehicles shall be approved by the Fleet Management Division and be established so as to be consistent with city branding, and accreditation standards. All vehicles, with the exception of large apparatus and heavy duty vehicles, should be clearly marked with a city logo; vehicles should be white in color and should be identified with a designated city plate-unless otherwise approved by the appointing authority and then requested of and approved by the Director of Finance and Management in writing. Reasons for exemptions shall be only when safety, security or operational need dictates based on the appointing authority's opinion.

C. Finance and Management must approve all new vehicle bid specifications. The replaced vehicle must be turned in for disposal or reassignment prior to release of the newly acquired vehicle unless a later date is agreed upon by Fleet Management.

D. Conditioned upon funding, Fleet Management is to recommend vehicle replacement based upon the following criteria: lifetime maintenance cost, age, vehicle condition, and mileage. Proposed vehicle replacements shall not be considered final until reviewed and approved by the Director of Finance and Management as part of the respective budgeting processes.

E. The Fleet Management Division is authorized to issue a Green Fleet Policy to address three main goals: operating cleaner vehicles (cleaner fuels, cleaner engine operation); operating vehicles more efficiently (more efficient vehicle types and more efficient use of vehicles that result in fuel savings); and rightsizing (ensuring the vehicle is appropriate to the function and task to be performed).

F. When practical and efficient GPS/Telematics technologies are to be installed on all City vehicles.

G. Exceptions for assignment, utilization, and disposition of certain Public Safety vehicles, such as marked, undercover, and related vehicles, will be conducted in consultation with representatives of the Fleet Management Division.

V. Fuel & Generator Sites

Fleet Management will assess, train and assist all departments to keep city fueling/generator sites compliant with current applicable regulatory provisions, which include but are not limited to fuel/generator site upgrades, new or replacement installations, monitoring, automation, and on-site monitoring for all fuel deliveries arranged by Fleet Management.

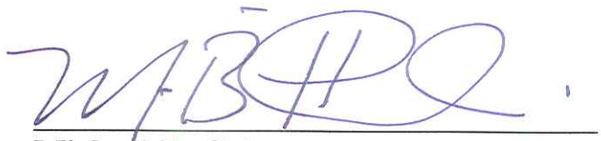
VI. Annual Reports

Fleet Management will send each department or division liaison an annual request for a comprehensive review of underutilized, take home and remote park that is to be updated and verified. Reports are to be returned to Fleet Management with information verified and justifications completed. The format and timing of the report is to be determined by Fleet Management.

Exceptions to this policy may only be considered on a limited and individual basis. Any such request must be made in writing from the respective Department Director to the Director of Finance and Management.

This order shall be in full force and effect after my signature is affixed to this document.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the Mayor of the City of Columbus, Ohio, to be hereto affixed this 22nd day of May, 2013.



Michael B. Coleman
Mayor