

	<b>Hernando County Fleet Management Standard Operating Procedure</b>		
<b>Department:</b>	Fleet Management	<b>SOP Number:</b>	3
<b>Initiated by:</b>	Fleet Administration	<b>Effective Date:</b>	12/6/2024
<b>Approved:</b>		<b>Revision Date:</b>	12/6/2024
<b>Subject:</b>	Replacement Plan	<b>Pages 3</b>	
<b>Location:</b>	Z:/Fleet/Fleet SOPs		

## **Purpose**

The Hernando County Board of County Commissioners maintains a substantial fleet of vehicles and equipment (assets). This policy establishes a centralized procurement and replacement system through lifecycle planning, ensuring cost-effectiveness and reliability for equipment over \$10,000.

## **Procedure**

Fleet Management owns and manages all county vehicles and equipment exceeding \$10,000. This policy covers certain responsibilities including procurement, surplus management, and replacements. Departments may request assistance for equipment under \$10,000 with Fleet Manager approval.

## **Vehicle and Equipment Replacement Process**

### **1. Annual Review & Budgeting**

- **December–January:** Identify vehicles/equipment for replacement.
- **March–May:** Submit procurement report to Office of Management & Budget (OMB).
- **September:** BOCC approval of procurements.
- **October–November:** Requalify procurement plan and request any necessary adjustments.

### **2. Financing & Borrowing**

- Fleet, Finance, and OMB determine financing needs.

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- Borrowing requests must be submitted to Financial Services Director at a reasonable time before delivery.
- IRS regulations require funds to be received before payment.

## **Replacement Criteria**

Replacement is based on age, mileage/hours, and repair costs. Meeting two of the three criteria typically qualifies an asset for replacement:

- **Light Vehicles (up to 1-ton):**
  - 7 years, 100,000 miles.
- **Heavy Trucks:**
  - 10 years, 200,000 miles.
- **Fire Rescue Vehicles:**
  - Engines: 15 years, 150,000 miles.
  - Ambulances: 7 years, 125,000 miles.
  - Aerials: 15 years, 125,000 miles.
- **Equipment:**
  - Light/medium: 7 years, 6,000 hours.
  - Heavy: 10 years, 10,000 hours.

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- Tractor attachments: 7 years.

### **Procurement & Purchase**

- State, Sheriff's, or cooperative contracts are preferred.
- If unavailable, Fleet and OMB facilitate competitive bidding.
- Purchases over \$10,000 follow the **Vehicle Replacement Program**, funded through lease payments or secured loans.

### **One-Time Payment Option**

- Departments may pay in full upfront, avoiding interest charges.
- Upon surplus sale, proceeds return to the department.

### **Leasing & Early Pay-Off**

- Departments must obtain Fleet Manager approval for leasing or renting assets that would normally fall under the replacement policy.
- Early lease payoff requires continued interest payment on existing loans.

### **Standard Equipment**

- Back-up alarm
- Four corner strobe lights
- Rubber floor mats
- Window tint
- Bed liner

### **Surplus & Disposal**

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- Fleet Management oversees surplus sales.
- County markings must be removed before auction.
- Surplus proceeds go to the Fleet Replacement Fund, unless under the One-Time Payment Option or if purchased with a grant
- Some vehicles may be reassigned for internal county use with Fleet Manager approval.