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Title of Document: 7.6 LOPR_Fleet Management Plan

- a) Introduction
- b) Vehicle and Equipment Management (7.6_EO_LOPR City Fleet Management Inventory)
- c) Vehicle & Major Equipment Assignment (7.6_E7_LOPR Parks Fleet Inventory_Assignment_Replacement Report)
- d) Standards for Operating Vehicles and Equipment
- e) Operator Responsibilities
- f) Vehicle & Equipment Operational Training
- g) Fueling (7.6 E6 LOPR_Fuel Use Summary)
- h) Preventative Maintenance & Repairs (7.6 E3_Fleet Management Pro Maintenance Example) (7.6 E4_Fleet Management Pro Maintenance Tracking Example)
- i) Fleet and Equipment Inventory and Replacement Schedules (7.6_E7_LOPR Parks Fleet Inventory_Assignment_Replacement Report)
- j) Inspections & Repair Service Record (7.6 E4_Fleet Management Pro Maintenance Tracking Example)
- k) Plan Review Schedule

a.) Introduction

The purpose of the Lake Oswego Parks & Recreation (LOPR) Fleet Maintenance Plan is to establish policies and operational procedures that improve the protection of Department assets, operator safety, and overall operating efficiencies. This fleet management plan intends to define the standards for vehicle and major equipment management, operation, inventory assets of vehicles and equipment control and reporting, and maintenance including inspection lists and replacement schedules.

b.) Vehicle and Equipment Management

For the purchase, replacement or divestment of vehicles and equipment, management of vehicles is based on operating procedures established by LOPR and /or a LOPR Department Division and its required and unique operational conditions.

Capital equipment and vehicle purchases are budgeted based on scheduled replacement or as needed. Replacement of vehicles is reviewed during the development of the budget process. Replacement considerations include annual/current mileage/hours, useful life,



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annual maintenance expensed, and number of breakdowns. Once a vehicle has been approved for replacement in the budget process, the Directors or designee procure the replacement in Budgeting is based upon anticipated needs for replacement or additional vehicles, funding availability, current age and condition, and utilization of existing vehicles that may be transferred to other divisions and/or locations. A current inventory of vehicles and their location is maintained by the City of Lake Oswego Finance Department and LOPR Division and Public Works Department. The Public Works Department assists with purchasing to receive the fleet discount price for a vehicle. Disposal of vehicles and equipment are either sold on GOVDeals.org or scrapped based on operation and value. The disposed items are then removed from the fixed asset inventory.

All original titles and registration receipts for vehicles and equipment shall be acquired and maintained by the City of Lake Oswego Finance Department .

c.) Vehicle & Major Equipment Assignment

LOPR has full authority and discretion in determining who shall operate City-owned vehicles, equipment, and privately owned vehicles used in the course and scope of LOPR business.

Specified vehicles and equipment are assigned to department directors, managers, and supervisors who disperse vehicles to staff trained in safe vehicle operation. New employees are screened for their driving history and monitored throughout their tenure with LOPR . These vehicle and equipment assignments are not intended to be long-term, and can be suspended, revoked, or reinstated by management at their discretion at any time.

Pooling and sharing of vehicles and equipment among the various department divisions is encouraged. By sharing resources, LOPR able to leverage resources and improve efficiencies.

d.) Standards for Operating Vehicles and Equipment

The safe and knowledgeable operation of motor vehicles and equipment by LOPR employees is essential in maintaining an efficient and safe working environment. All employees who use or intend to use City Vehicles are required to review the City [Personnel Policy Number 5-1, Employee Safety and Health](#), specifically the sections listed below:



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Section 4. Incident, Injuries and Accident reporting:

Personnel Policy 5-1

4. *Incidents, Injuries and Accidents Reporting*

The federal Occupational Safety and Health Act and state workers' compensation laws require records and reports of illnesses and injuries on the job. All accidents, regardless of severity, or incidents that could result in injuries or illness should be immediately reported to the employee's supervisor.

Employees are encouraged to complete an Employee Accident/Incident Report form and provide as much information as possible about the accident/incident. Once completed, the Employee Accident/Incident Report form shall be given to the employee's supervisor or the Human Resources Department. Supervisors are expected to complete the supervisor's section on the form as soon as possible and without undue delay. The completed Accident/Incident Report form will be reviewed by the Central Safety Committee to evaluate the accident/incident and to identify corrective action needed or committee recommendations.

Employees are expected to report unsafe conditions or work place hazards immediately to their supervisor or to a member of the Central Safety Committee.

Section 6. City Vehicles:

6. *City Vehicles*

Employees whose work requires driving City vehicles must hold a valid driver's license for the type of equipment they drive. If the license is changed, suspended, or revoked, the employee must immediately report the change, revocation or suspension to his or her supervisor.

Any employee who fails to immediately report such a change, revocation, or suspension of their driver's license and continues to operate the City vehicle is subject to dismissal.

Whenever operating a City vehicle, the employee

must use the seat belt/safety restraint device and require any passengers to do the same.



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Section 7: Mobile Communication Devices

7. *Mobile
 Communication
 Devices*

Except for personnel who operate emergency vehicles, cell phones or other mobile communication devices (e.g. smart phones, BlackBerry's, Windows Mobile Devices, etc.) will not be used while operating any motor vehicle for work purposes, unless the operator of the motor vehicle is using a hands-free accessory that allows the person to maintain both hands on the steering wheel. This also includes a personal cell phone or other mobile communication device when operating a City vehicle or personal vehicle for which mileage reimbursement is allowed.

Prohibited use includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading, responding to or initiating e-mails and text messages, adjusting a Global Positioning System (GPS) and accessing the internet.

A hands-free accessory is defined as an attachment or built-in feature (i.e. speakerphone) designed for a mobile communication device, that may or may not be permanently installed in a motor vehicle, that when used allows a person to maintain both hands on the steering wheel. With prior approval from the Department Director, the City may reimburse employees for the purchase of a hands-free accessory if they are required for work purposes to use their phone while operating a motor vehicle.

In the absence of a hands-free accessory, employees are required to pull over to the side of the road and stop the vehicle in a safe location in order to use the cell phone or mobile communication device.

Section 8. Motor Vehicle Accidents

8. *Motor Vehicle
 Accidents*

In the case of accidents on City business or involving a City vehicle, the City's Police Department must be notified, or the appropriate police agency that has jurisdiction.

Accidents involving the Lake Oswego Police Department will be investigated by an outside police organization.



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e.) Operator Responsibilities

Operators are responsible for conducting walk-around inspections of their vehicles before driving each day or shift, and notify the LOPR Crew Leader or Deputy Director of any defects or damage. This includes defects or damage to seats, seat belts, interior lights, engine, tires, warning lights, rearview mirrors, and emergency equipment, etc.

Employees shall report defects or damage to their supervisor and the LOPR Crew Leader or Deputy Director immediately. The LOPR Crew Leader or Deputy Director will evaluate the report and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

f.) Vehicle & Equipment Operational Training

Training and successful proof of skills in the operation of LOPR rolling stock is required before staff persons are authorized to use and transport equipment. Training is provided by Program Supervisor using the following methods:

- Owner's manuals
- Additional Training Media
- One-on-One or group training by Management Staff
- Skills demonstration

Employee supervisors, managers and directors are responsible for ensuring their employees have the required training before operating LOPR vehicles and equipment appropriate for their position.

g.) Fueling

Training and successful proof of skills in the operation of City fueling equipment is required before an employee is authorized to dispense fuel. Training, provided by the Supervisor/Manager or Director, includes: fuel monitoring system, dispensing of fuel, fuel dispensing equipment basics, emergency shutdown procedures, preventing delivery overfills, spill response procedures and reporting incidents. All City Departments and Divisions use Fuel Maintenance Live, a tracking system that tracks fuel consumption in department/division vehicles. (7.6 E6_LOPR Fuel Use Summary)



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h.) Preventative Maintenance & Repairs

Periodic preventive maintenance and safety inspections are performed by trained technicians, in the City's Public Works Department, Motor Pool Division (Motor Pool). The City Motor Pool Division uses Fleet Management Pro program for overall inventory and preventative maintenance service scheduling.

LOPR Vehicle Maintenance

- Vehicles are inspected daily by staff prior to use. Any problems found are reported to the supervisor, who then coordinates repairs with the Motor Pool.
- LOPR staff is responsible for basic maintenance and upkeep of vehicle. Checking oil, tire air pressure, window washer fluid, exterior light operation, washing exterior, vacuuming interior, wiping down interior surface and fueling.
- The City's Motor Pool staff are available to assist and perform in any basic maintenance and upkeep of all vehicles as needed.
- Vehicle repairs are performed by the City's Motor Pool staff.
- Scheduled preventative maintenance is based on hours and/or mileage which is logged on the City's Fleet Management Pro program. If service is needed, the City's Motor Pool is notified.
- Service scheduling is coordinated by the vehicle assignee to make sure the vehicle is ready for service and a temporary replacement vehicle is provided until the assigned vehicle is repaired.

Vehicle and equipment repair requests are also submitted by operators to Motor Pool on paper or electronically. Motor Pool reviews and assigns the request to trained staff or out-of-house vendors. If a piece of equipment is deemed to be non-operational or unsafe to operate, fleet staff pull the equipment from service and tag it as non-operational and it is scrapped or placed on GOVDeals.org.

i.) Fleet and Equipment Inventory and Replacement Schedules

LOPR uses manual a method of spreadsheet tracking for inventory and replacement schedules on Department vehicles and equipment. Tracking is done on an annual basis for all vehicles and equipment through the Parks Division. 7.6 LOPR Parks Fleet Inventory and Replacement Report

j.) Inspections & Repair Service Records

LOPR uses work orders to communicate the inspection, repair, and scheduling maintenance record keeping functions by logging actual labor, material, and contract costs by asset and



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activity. This provides historical data on vehicles and major equipment including:

- parts and labor cost against individual vehicles and equipment
- preventive maintenance schedules
- safety and mechanical inspections
- fuel usage data per unit

These records assist in year-end budget reporting and future forecasting. Preventive maintenance (PM) schedules are established for all vehicles and major equipment. PM types are established and linked to the applicable fixed asset. Work orders for PM work are automatically generated by motor pool and the work order is assigned to staff by the Motor Pool Supervisor.

Inspections on fleet assets are performed during a preventative maintenance or repair work order. These inspections are executed by trained fleet technicians and records of these inspections are maintained in the both Motor Pool and LOPR.

Reactive repairs are tracked by asset and activity, providing Motor Pool information necessary to anticipate future needs. Department Supervisors utilizes these records when reviewing the scheduling of inspections and routine maintenance. Motor Pool may schedule more frequent inspections and preventative maintenance to assets with unusual numbers of reactive repairs.

k.) Plan Review

This plan shall be reviewed by the Directors every five years and updated as needed.