

# Corporate Policy

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Section:	Engineering, Operations, and Public Works	11
Sub-Section:	Fleet	5230
Title:	Vehicles and Equipment	2021-01

## Related Policies

Number	Title
05-2020-01	Tangible Capital Assets
03-1200-01	Purchasing
EDMS#452201	Vehicle and Mobile Equipment Program

## Approvals

Approval Date: April 6, 2021	Resolution #: <u>CW21/036</u>
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## Corporate Policy Manual

### Vehicles and Equipment

## Policy Statement

The City of Port Moody is committed to providing a safe, practical, cost effective, and sustainable vehicle and equipment fleet that meets the City's requirements. The size of the fleet and the cost to operate it represents a level of service to the community that is set by Council. This policy provides the framework for meeting this commitment and the foundation for the City's Administrative Policy for Fleet Services operations, with the aim of providing excellent service to User Departments.

## Definitions

**Vehicle and Equipment Fleet (Fleet)** means all vehicles and powered equipment utilized by User Departments that require ongoing support via a centralized service. This may include, but is not limited to, the following equipment: heavy trucks, construction equipment, passenger vehicles, mobile generators, and ride-on or hand-held construction and maintenance equipment (e.g. lawnmowers and emergency water pumps).

**User Departments** means City departments using City-owned vehicles and equipment that are administered through Fleet Services, plus other City departments (Police, Fire) whose self-procured units are maintained through Fleet Services.

**Telematic Devices (TD)** means wireless devices, including global positioning systems (GPS), that track information on vehicle and equipment fleet use, location, and activity, and transmit data to a central application.

## Scope

This policy includes principles that guide the procurement, operation, maintenance, repair, and disposition/replacement of the City's vehicle and equipment units. Overall fleet management and maintenance operations are detailed in Administrative Policies.

## Policies

The following policies guide the overall management and maintenance of the City's Vehicle and Equipment Fleet.

1. Working Towards a Green Fleet

The City shall pursue Green Fleet principles (reduced fleet size, reduced emissions, greater fleet-sharing, alternative technologies, etc.), supported by business-case and life-cycle analysis. Use of new technologies, such as electric, hybrid, and alternative fuel vehicles, will be considered for each purchase, taking functional and economic constraints into account. In cases where alternative equipment may provide a lower environmental impact at a higher capital cost, the City shall consider funding a portion of the purchase from other relevant sources (e.g. via a carbon offset reserve fund).

## Corporate Policy Manual

### Vehicles and Equipment

#### 2. Right Sizing the Fleet

The City shall optimize fleet size by eliminating or redeploying under-utilized vehicles and encouraging shared vehicle use across User Departments.

#### 3. Continuously Reviewing the Functionality of Individual Units

The City shall ensure that the size and functionality of individual vehicle and equipment units is aligned with the required uses, and shall review this each time equipment is renewed to ensure it continues to efficiently meet the needs of the User Department. The City shall consider future service areas or emergency needs and technologies that may be required by the User Department within the next vehicle or equipment life cycle.

#### 4. Strategically Planning Vehicle Ownership (ownership vs. lease)

The City shall procure units in the most cost-effective manner, with the aim of minimizing life-cycle costs and risks. The City shall generally consider leasing equipment that is required on a temporary basis or has associated uncertainty, and outright purchasing equipment that will be required on an ongoing basis.

#### 5. Maintaining Equipment to Ensure Safety and Reliability, and to Extend Life Cycles

As Equipment requires scheduled preventative maintenance and reactionary maintenance to ensure ongoing service, the City shall perform most vehicle and equipment maintenance and repairs internally via the Fleet Services Division, with external providers used for some specialty and overflow work and while manufacturer warranty provisions are in effect.

#### 6. Establishing and Following Service Priorities

The City shall schedule and provide vehicle service and repairs according to priorities and service levels agreed upon between User Departments, taking into account the criticality of Fleet vehicles and equipment such as emergency units (police, fire, and urgent-use units such as those used for snow response).

#### 7. Ensuring Safe Vehicle and Equipment Operations

The City shall operate units safely, in accordance with the City's existing policies, equipment training and sign-off procedures, and vehicle operating guidelines. The City shall monitor for irregular safety patterns or trends and adjust programs or Fleet units as appropriate.

#### 8. Replacing Vehicles and Equipment at the Right Time

The City shall extend individual unit life cycles through appropriate initial outfitting, regular maintenance and repair, and responsible operating practices. The City shall consider industry recommended standard useful lives to budget for Fleet unit replacements, but consider multiple factors prior to initiating replacement, including:

- current mechanical condition and reliability – amount of use, severity of conditions, and other factors that may allow extending the equipment life or could require accelerating replacement;

## Corporate Policy Manual

### Vehicles and Equipment

- functional suitability – over time, the needs and services provided by the User Department can change; consider whether equipment is no longer serving its current need or if it overserves the need, and consider a more efficient or practical option; and
- regulatory environment – new government regulations, such as environmental or safety requirements, that may necessitate early replacement of equipment.

#### 9. Monitoring Fleet Use, including Use of Telematic Devices

Collection, monitoring, and analysis of related data is required to support the principles as outlined above. Telematic Devices shall be installed in all new and replaced fleet vehicles and equipment, where such devices are practical to install (small equipment such as lawnmowers and pumps may not warrant the cost or complexity), to provide utilization and other real-time and historical information. The City shall also monitor data sources, including historical maintenance costs, City safety and accident data, and ICBC claim data.

#### 10. Self-Insuring with the Vehicle Collision Reserve

The City shall maintain the Vehicle Collision Reserve, which can be used to self-insure against minor vehicle collisions or vehicle damage in an effort to reduce overall insurance claims and maintain the lowest possible rates/premiums. This reserve will be used based on discussion between the Fleet manager and the Finance Division on a case-by-case basis to achieve the best overall long-term value for the City. This reserve will continue to be funded through the Fleet Premium Adjustment Agreement through the Insurance Corporation of British Columbia (ICBC).

## Monitoring/Authority

Monitoring of this policy is delegated to the General Manager of Engineering and Operations and the General Manager of Finance and Technology. Changes to this policy require approval of Council.