

COUNTY-OWNED VEHICLE POLICY

Amended: February 7, 2019

PURPOSE: To streamline the process for all departments, for purchase or transferring of vehicles within the overall county fleet, and for the sale of vehicles that no longer meet the needs of the County. Use as a means to provide a tracking method and an overall view of the county fleet at any given time, and a method to evaluate and determine the vehicle need in each department.

Together with the Antrim County Safe Driver Program Policy provide guidelines for all departments for most issues concerning their department and Antrim County vehicles.

The County-Owned Vehicle Policy is administered by the County Administrator.

I. Definition of County Owned Vehicle:

Any County-owned, rented or leased motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q), trailer or any other motorized contrivance now known or invented in the future and used by an employee for County business.

II. Vehicle Purchases

- a. All vehicles being purchased must go through the budget process.
- b. If vehicles are to be purchased through alternative funding sources (other than County funds) or is being donated, the department head must submit a proposal in writing for the Board of Commissioners approval.

III. Vehicle Transfers:

- a. Any vehicle being made available for transfer will be communicated to all department heads, so as to allow equal opportunity for each department head to make a request for the vehicle(s). No vehicle transfers between departments will take place unless approved by the County Administrator.
- b. County Department Heads must inform the County Administrator annually regarding the vehicle identified for replacement in the following year.
- c. Transfer of keys will be handled by County Administrator.
Transfer of license plates will be handled by County Accountant.

IV. Maintenance of Vehicles:

- a. Maintenance (including preventative maintenance) and repair of all vehicles that are NOT under warranty must be completed by the (Antrim County Transportation) ACT mechanic. If, due to the unusual nature of a repair, the ACT mechanic is unable to perform the repair the vehicle can be taken to a different mechanic shop upon recommendation of the ACT mechanic.

- b. All emergency repairs not to be performed by ACT must be approved by the department head and Administrator prior to completion.
- c. Employees and department heads are subject to the responsibilities listed under the Antrim County Safe Driver Program Policy. The responsibilities in this policy list many of the vehicle maintenance issues.
- d. Department heads are responsible to include vehicle maintenance costs in their budget requests.

V. Vehicle Sale, Salvage, and Trade In:

- a. Vehicles that no longer meet the needs of any department in the county will be evaluated by the ACT mechanic.
- b. Department head is responsible to get the vehicle evaluated by the ACT Mechanic and provide written recommendation to the County Administrator.
- c. All vehicles determined to no longer meet the needs of the county will be subject to either the competitive sealed bid process or on-line auction process unless the Board of Commissioners determines another process is more advantageous.
- d. If using the bid process, all bids will remain sealed until opened by the County Administrator or designate in a public meeting.

VI. Vehicle – Asset Reporting:

- a. All vehicle purchases, transfers and disposals will be reported to the County Accountant for asset accounting.
- b. All vehicle titles and/or proof of ownership must be provided to the County Accountant.
 - 1. The County Accountant will electronically scan all vehicle titles and provide the original title to the County Treasurer for storage in the Treasurer's vault.

Approved: Antrim County Board of Commissioners on November 8, 2012

Amended: Antrim County Board of Commissioners on February 7, 2019