**As with anything, one size does not fit all. This example policy is about 70% complete but many sections require fleshing out or parring back depending on your agency’s needs. Editing depending on who is responsible for ER&R, and what your county structure is, may be extensive. Also, much of the language can be simplified if the only contributor to ER&R is County Road.**

**?? COUNTY**

**EQUIPMENT RENTAL AND REVOLVING FUND (ER&R)**

**Policy & Procedures**

**Table of Contents**

**1. PURPOSE**

**2. OVERVIEW**

**3. APPLICABILITY**

**4. REVOLVING FUND FINANCIAL STRUCTURE**

**5. VEHICLE AND EQUIPMENT PROCUREMENT, TRANSFER, REPLACEMENT, AND DISPOSITION**

**6. RENTAL RATES**

**7. MOTOR POOL (optional)**

**8. PARTS STORES**

**9. FLEET SERVICES**

**10. VEHICLE USE AND DRIVER REQUIREMENTS**

**11. ACCIDENTS AND VEHICLE INSURANCE**

**12. FUEL AND FUELING SITES**

**13. AGGREGATE AND MATERIALS (optional)**

**14. SIGN FABRICATION INVENTORY (optional)**

**15. VEGETATION CONTROL MATERIALS (optional)**

**16. REFERENCES**

**1. PURPOSE**

This document provides policies and procedures for administration of the ER&R Fund. It will also provide consistent guidelines for assignment, use, and management of county vehicles and equipment.

**2. OVERVIEW**

All County Departments/Offices strive to provide effective and efficient services to the citizens of ?? County. In serving our customers, we often rely on the use of motor vehicles and equipment. Accordingly, it is imperative that we operate and manage the County’s fleet efficiently, cost effectively, and that we maximize the fleet’s operational readiness and reliability.

RCW 36.33A directs every county to establish, by resolution, an "equipment rental and revolving fund", but does not provide specific policies for administering this fund. All county road department equipment is required to be in ER&R, all other participants are at the discretion of the Legislative Authority.

WAC 136-600 provides rules and a framework for ER&R specific to county road equipment and the relationship between the Legislative Authority and the County Engineer.

ER&R maintains an asset record for each vehicle in the fleet. The asset record helps capture a complete vehicle history including original purchase price, usage, fuel consumption, service, repair information, depreciation, and salvage value. These are the critical components that are used to determine appropriate vehicle rental rates.

The Board of Commissioners created the Equipment Rental and Revolving Fund by Resolution #?? on ?? ??, 1977.

**3. APPLICABILITY**

This policy applies to all ?? County Offices, Departments, and to County Officials and their employees that utilize ER&R resources and services.

**4. REVOLVING FUND FINANCIAL STRUCTURE**

The ER&R fund is an internal service fund which is structured to be self-sustaining as required by law (See Section 16 for a list of relevant RCWs). The goal of ER&R is to establish rates that both optimize costs to the departments and offices of ?? County and maintain the statutory integrity of the ER&R fund. The Fleet Manager is responsible for ensuring that ER&R has adequate funds available to cover all costs associated with both normal operational expenses and annual equipment replacement needs. ER&R must also have adequate funds to cover any expenses which may be incurred from unforeseen catastrophic events. Interest earned by the ER&R shall accrue to the fund. The ER&R fund is structured by the "Budgeting Accounting and Reporting System" (BARS).

**4.1 Fund Revenues are based on:**

* Vehicle and Equipment rental
* Reimbursable service
* Reimbursable materials
* Inflation rate revenue
* Surcharge rate revenue
* Revenue from interest earned
* Revenue from surplus and salvage

**4.2 Expenditure Accounts:**

* Rental vehicles and equipment repair
* Outside service
* Parts store inventory
* Fuel depot inventory
* Materials inventory
* Labor
* Overhead – shop equipment, supplies, utilities, maintenance, etc.

**5. VEHICLE AND EQUIPMENT PROCUREMENT, TRANSFER, REPLACEMENT, AND DISPOSITION**

The term “owned” is used with respect to ER&R when, in fact, each vehicle, piece of equipment, materials, parts, facilities, etc., managed by ER&R is owned by the contributing Fund(s) and is transferred to ER&R for management on behalf of the contributor(s).

 **5.1 Vehicle Procurement:**

New vehicles and equipment are typically purchased as replacements for older ones in the fleet. Replacement schedules are developed by evaluating a combination of factors, including years in service, mileage, cost of operation and available funding. These factors, together with anticipated needs of Department Heads and Elected Officials, determine replacement requirements. Planned replacement of vehicles keeps operational expenses in check, provides safe, reliable equipment and transportation for employees, and demonstrates responsible management of County fleet assets.

 Procurement of new vehicles is completed through one of several methods.

Vehicles can be purchased by using Washington State vehicle purchasing contracts. These are competitively bid contracts, negotiated by the State and available for use by public agencies. Using the state bid process saves time compared to other procurement methods and ensures a competitive price.

The County also purchases new equipment by using contracts competitively bid and awarded by other public agencies, provided specific legal conditions are met.

When required equipment cannot be found on any existing public contracts, the County will procure vehicles using a competitive, sealed bid process. If the estimated value of the new equipment is less than $??, the County can also use the approved Vendor’s List procurement process.

If quality, used equipment meets the needs of the County, such equipment can also be procured at auction or by using existing public contracts available for the purchase of used equipment.

The Fleet Manager will coordinate closely with Departments/Offices when procuring new vehicles to ensure specific needs of the Departments/Offices are met. The Fleet manager will work with and communicate the findings with Departments/Offices to ensure cost containment procedures are followed that reflect proper fiscal management. The Fleet Manager will ensure all new purchases are included in the ER&R budget and reviewed and approved by the Legislative Authority. The Fleet Manger will also work with Departments/Offices to ensure projected annual rental rates are understood and included in each Departments/Offices respective budgets.

Approved new vehicles will be ordered to ensure delivery as soon as possible in the calendar year. The Fleet Manager will ensure all vehicles are properly registered and titled. Consistent with internal control principles, the Fleet manager shall retain and safeguard, in the County Engineer’s Office, all titles, other ownership documents and associated records for fleet vehicles and equipment under the supervision of the County Engineer.

 **5.2** Vehicle Disposition:

All vehicles and equipment in the fleet have specific target dates for replacement. The projected vehicle life is designed to maximize operational effectiveness and return on investment upon sale or trade. The anticipated life cycle of a vehicle is critical in establishing accurate rental rates as it establishes the projected period in which all operational costs are distributed, and replacement revenue generated.

As a vehicle approaches the end of its designated life cycle, final disposition becomes a managerial decision based on a combination of factors. Each vehicle must be considered individually in terms of reliability, maintenance, safety and salvage value. Adequate record keeping, and analysis of vehicle costs are very important to timely and effective disposition. The Fleet Manager will review all pertinent vehicle information and work with department/office managers in making final vehicle disposition decisions. Even though a vehicle is no longer needed by one department/office, it may benefit the County to re-assign the vehicle to another department/office until it reaches the end of its useful life. When it is no longer cost effective to retain a vehicle in the fleet, it should be disposed of regardless of mileage or age.

Once the vehicles are declared surplus, the Fleet Manager will coordinate directly with Departments/Offices to have vehicles delivered to the shop for decommissioning and ready for trade-in, transport to auction, or other disposition. The Fleet Manager will also make every effort to ensure required replacement vehicles arrive in concert with disposition of excess vehicles to minimize operational impacts to Departments/Offices.

 Revenues resulting from the sale of vehicles and equipment return to the ER&R fund and are credited to the Department/Office originally supported by the sold equipment.

**5.3 Reduction in Fleet**

If a vehicle or piece of equipment is no longer needed by the Department/Office that uses it, the ER&R fund will treat it as surplus and will return to the contributing Fund any funds collected for the replacement and surplus sale of that specific vehicle or piece of equipment. Any documented outstanding expenses and administrative costs associated with the vehicle/equipment will be paid before returning additional funds to the supported Department/Office. A vehicle or piece of equipment may be removed from service by the Fleet Manager due to condition, dependability, or a repair cost that exceeds the value of the vehicle.

**5.4 Original Vehicle or Equipment Purchase Requests (Additions to the Fleet)**

a. Request/evaluation/appeal/approval process.

b. Budgeting.

c. Color.

d. Standard accessories.

e. Upfitting.

**5.5 Adding Vehicles and equipment to ER&R (Existing vehicles owned by a Department/Office and not managed by ER&R)**

a. Used vehicles and equipment must be evaluated by Fleet Services to determine operational and mechanical condition and to check for safety concerns. The Fleet Manager will make a recommendation to accept or refuse into the ER&R program based on the condition of the vehicle or equipment, its estimated remaining life, and any expenses that will be necessary to bring the vehicle up to standards.

b. Replacement rates for used vehicles added to ER&R will be based on the projected replacement cost of a new vehicle, the vehicle’s age, and the vehicle’s anticipated life span. If a vehicle or piece of equipment has not accrued sufficient replacement funds at the time of replacement, the requesting Department/Office must pay the balance of the replacement costs.

 Alternatively, a temporarily increased replacement rate can be adopted designed to recoup the projected replacement cost of a new vehicle within the life remaining. The replacement rate for the new vehicle would then be based on the full planned life of the vehicle.

**5.6 Vehicle Transfers within the ER&R Program**

a. A vehicle that is no longer needed by one Department/Office may benefit another. The Fleet Manager may evaluate the possibility of re-assigning and/or repurposing a vehicle which a Department/Office decides is no longer needed. These may be inter- or intra-Fund transfers. The original owning Department/Office will retain the collected replacement funds. The receiving Department/Office will reimburse the original owning Department the current value of the transferred vehicle in the case of an inter Fund transfer. The receiving department/Office will assume the rental obligation and possibly any upfit costs of the transferred vehicle. The transfer of the vehicle must be approved by the Board of Commissioners.

**5.7 Replacement of Vehicles or Equipment**

 a. Replacement evaluation/appeal/approval process.

b. Target replacement milestones: miles, hours, years…

c. Target replacement points:

* Vehicles under 10K a year- 100K miles and/or dependability and 10 years of age.
* Vehicles over 10K a year- 100K miles and/or dependability and 5 to 6 years of age.
* Equipment - 8,000 hours and/or dependability and/or 10 years of age.

d. If the requested vehicle, equipment, or upfit are an appreciable upgrade, a cost overrun contribution will be required from the requesting Department/Office and approval by??

e. If the original vehicle or equipment is traded-in, surplused, or otherwise disposed of before fully depreciated, the requesting Department/Office will be required to pay the outstanding balance before purchasing the replacement vehicle or equipment and, will be refunded accordingly after purchase and disposition are complete.

g. If the original vehicle or equipment has been over collected, or if the replacement vehicle or equipment will be an appreciable downgrade, the balance will be refunded (See Section 5.3).

h. A statement of transaction will be provided to the owning Department/Office when the account is settled.

**6. RENTAL RATES**

The basis for the establishment of equipment rental rates is found in RCW 36.33A.040, which state, “Rates for the rental of equipment owned by the fund shall be set to cover all costs of maintenance and repair, material and supplies consumed in operating or maintaining the equipment, and the future replacement thereof. The rates shall be determined by the County Engineer or other appointee of the County Legislative Body and shall be subject to annual review by the Legislative Body”.

WAC 136-600 provides rules and a framework for ER&R specific to county road equipment and the relationship between the Legislative Authority and the County Engineer. The rules require that the County Engineer certify to the LA annually that the rates for the road vehicles and equipment are an appropriate use of the Road Fund. The LA’s Resolution adopting the rates shall attest to this certification.

The Fleet Manager will develop and recommend rates for all vehicles and equipment annually. Rates shall reflect 100% of annual expenses, including inflation, fuel, labor and parts for repairs and service, insurance, indirect costs, and overhead. Rental rates for all vehicles are calculated per vehicle. Finances for vehicles and equipment will be tracked individually for operation, maintenance, and replacement. Vehicles and equipment will be grouped with like units when possible. Rental rates for grouped vehicles will be averaged per mile/hour. Departments/Offices will be billed a monthly flat rate. Grouped vehicles may be considered for a monthly rate that pays for usage by the mile.

*For simplicity, it is recommended to use a two-component rate system, an operations and maintenance rate(miles,hours) and a monthly replacement rate. This also facilitates rate reimbursement on federal grants*.

The fleet manager will prepare and present recommendations to the Legislative Authority for review and approval if they deem an adjustment to be needed. The LA approves rental rates at the beginning of each year and adjustments to rates mid-year as needed. Certain factors including but not limited to increased expenses or changes in usage patterns may warrant an adjustment of rental rates.

**6.1 Components Used to Determine Rates**

 **Cost of Operation**

* Fuel
* Service – Tires, brakes, filters, hoses, fluids, lights, wipers, etc.
* Repair parts
* Mechanic labor

**Cost of Replacement**

* Projected replacement cost
* Upfits
* Inflation component
* Salvage value (trade-in, auction, etc.)

**Cost of Overhead**

* Accounting
* Tracking and scheduling
* Warrantee administration
* Specifications and bidding
* ER&R facility(shop) overhead

**6.2 Terms Used in the Determination of Rental Rates:**

**Operational Cost** is based on a ??-year average of the yearly total expense for the vehicle/equipment or group of vehicles. The average operational cost is used to formulate the per mile, hourly, or monthly operations and maintenance portion of the rental rate.

**Usage** is based on a ?? year average of the mileage or hours that have been carried on the vehicle or equipment.

**Yearly/Monthly Replacement Cost** is based on the projected replacement cost less salvage value, divided by the life cycle of the vehicle. The replacement cost is used to formulate the monthly replacement portion of the rental rate. Formula: (*Projected Replacement – Salvage Value) / Projected Life Cycle = Yearly Replacement Cost.* The Yearly Replacement Cost for a vehicle with a projected replacement cost of $60,000 with a 10-year expected life, and that is estimated to bring $10,000 at surplus would be calculated as: $60,000 - $10,000 = $50,000. $50,000 / 10 years = $5,000 per year.

**Revenue** is the total amount collected based on the formulated rental rate.

**Life Cycle** is the number of years estimated to be the useful life of the vehicle or equipment (period in which replacement funds are collected).

**Projected Replacement Cost** is the expected cost to replace a vehicle or equipment at the end of its life cycle (historical market trends for a particular vehicle or piece of equipment are used to create an estimate).

**Salvage Value** is a projection of what a vehicle or piece of equipment’s value will be at the end of its life cycle. Salvage value for vehicles is estimated based on either current market value of the particular vehicle or by calculating ??% of the vehicle’s projected replacement cost. Salvage value for heavy equipment is estimated based on current market value or historical market trends.

**7. MOTOR POOL (optional)**

Motor Pool vehicles will be provided (purchased by Current Expense) for those Departments/Offices that don't have the need for permanently assigned vehicles, or as vehicles that can be used periodically for individual or group travel. The Motor Pool vehicle fleet will be managed by ER&R. Rental rates shall be established by the Fleet Manager for Motor Pool vehicles. Motor Pool fleet size will be determined by department/office usage and will be reviewed annually by the Fleet Manager.

 **7.1 Motor Pool Vehicle Reservation Procedures**

 1. The County has several Motor Pool vehicles available for use by all County staff to support training and travel requirements.

 2. To reserve a vehicle...

 3. Employees can pick up reserved…

 4. Pick up and return procedures…

5. ER&R will bill Departments/Offices monthly for vehicle rental. If a vehicle is returned unfueled and/or garbage is left behind, the renting department/office will be billed the labor cost to fuel and/or clean the vehicle and for the cost of fuel to fill the tank.

**8. PARTS STORES**

**8.1 Parts Inventory**

Frequently used parts and supplies will be kept on hand as inventory items. Some additional items will be kept on hand and inventoried in case of emergencies to reduce down-time. Additional inventory items should be limited to critical components that may be difficult to source or may have long lead times.

a. Inventory purchases are paid for by the ER&R fund, and costs shall be kept to a minimum. When an inventoried part is billed to a work order it is then paid for by the rental rate or a reimbursable invoice. The revenue then returns to the ER&R fund.

b. Inventory pricing is established by the Fleet Manager based on cost plus a fee to recover administration, maintenance, and overhead costs of the parts stores. The fee will be reviewed annually.

**9. FLEET SERVICES**

The goal of the shop is to provide a professional and courteous service to County Departments/Offices. The shop strives to reduce repair costs, reduce down-time, and ensure the availability of vehicles and equipment.

**9.1 Services and Inspections**

The ER&R preventive maintenance and repair program will follow Federal Motor Carrier Regulations.

a. All vehicles and equipment managed by ER&R must be serviced and maintained by ER&R shops. The Equipment Maintenance Supervisor and/or the Fleet Manager will consult with the Department/Office on specialized work and outsourcing of repairs as well as determining the need for emergency road services.

b. Maintenance and repair costs will include parts, tires, fluids, and labor.

c. ER&R personnel will conduct an annual inspection, condition evaluation, and review usage on each vehicle or piece of equipment once per year during another regularly scheduled service.

d. If a vehicle or piece of equipment has not been through the shop for a service within 12 months, it will be scheduled for a full vehicle, wheels off inspection.

**9.2 ER&R Service Intervals**

The Fleet Manager will determine appropriate service intervals. The goal is to service vehicles and equipment as suggested by the factory manual, or sooner. All class A and airbrake vehicles will be on an annual DOT inspection program. For reimbursable accounts, the Fleet Manager will work with Departments/Offices that own vehicles and outside contract customers to determine service intervals and repair needs for vehicles and equipment.

**9.3 Maintenance and Repair**

Regularly scheduled services and preventative maintenance are critical components of cost-effective fleet operations and help preserve vehicle value over time. Achieving these benefits requires effort and communication by leadership, operators, and fleet management personnel. The Equipment Maintenance Supervisor will ensure each vehicle in the fleet is scheduled for regular service at appropriate intervals and e-mail reminders are sent to key Department/Office personnel to make it as easy as possible to adhere to service schedules and procedures. All maintenance and repairs to fleet vehicles will be made under the direction of the Equipment Maintenance Supervisor and/or the Fleet Manager.

a**.** Scheduled Maintenance Procedure:

1. Each Department/Office should designate an individual responsible for each vehicle to ensure it is delivered to the shop prior to its scheduled service appointment.

 2. Operators should drop off vehicles at the County Shop prior to the scheduled time and fill out service slips, noting mileage and any vehicle issues to be checked during the service.

 3. When the service is complete, shop personnel will call and notify the Department’s/Office’s designee that the vehicle is ready for pick-up.

b. Repair Procedure:

 1. Vehicles needing repairs should be delivered to the County shop with a repair request form filled out in detail, accurately describing the condition of the vehicle. Repair requests must include a supervisor’s signature authorizing the repair request.

 2. Notify the Equipment Maintenance Supervisor if a vehicle is stranded so mobile repair or towing can be arranged by shop personnel.

3. Shop personnel will diagnose vehicle problems, order parts, coordinate and complete repairs, and notify Departments/Offices when the vehicle is ready for pick up.

 4. All warranty work and recalls will be facilitated by the Equipment Maintenance Supervisor.

5. Departments/Offices must communicate with the Equipment Maintenance Supervisor regarding repair schedules, available replacement vehicles, and any other details regarding vehicle repair.

**9.4 Office/Department Responsibilities**

a. Each Department/Office should designate an individual responsible for coordinating maintenance and repair efforts. This designee should also be involved in rental rate discussions and will serve as the main liaison between his/her Department/Office and Fleet personnel.

b. Each Department/Office is responsible for managing vehicle usage and for scheduling services and repairs. In an effort to reduce maintenance costs and to increase turn-around times on vehicle repairs, it is strongly suggested that the user deliver and pick up vehicles or equipment from the shop.

c. Each Department/Office is responsible for keeping the vehicles clean, both inside and outside. Any wash or vacuum costs will be paid by the Department/Office.

d. Each Department/Office is responsible for any traffic infractions, parking tickets, or toll fees incurred by its employees while using ER&R vehicles or equipment.

e. Each Department/Office will be responsible for paying the costs to replace or repair the vehicle or piece of equipment if damaged vehicles or equipment require repairs exceeding $??or if damage results in the need to take a vehicle or piece of equipment out of service prior to its depreciated life. If the department/office does not have the funding available to pay for the damage, ER&R will repair the vehicle and bill the department/office at the next budget cycle.

f. Each Department/Office will be responsible for paying any and all costs related to equipment upgrades, additional equipment, and retrofits or up-fits to vehicles.

**9.5 Maintenance Shop Information**

**Address:**

**Equipment Maintenance Supervisor:**

Phone:

**Fleet Manager:**

Phone:

**10. VEHICLE USE AND DRIVER REQUIREMENTS**

**10.1 Vehicle Assignment and Permitted Uses:**

The County will maintain a pool of vehicles for county-wide departmental/office use for official travel or other events and activities requiring a county vehicle (See Section 7 for Motor Pool). The pool will include a mixture of passenger cars, SUVs and pick-up trucks. County employees can reserve vehicles by contacting...

Law Enforcement vehicles are subject to Washington statutes and may only be operated by Peace Officers, as defined in Washington RCW 43.101.095; that is, one who has taken the oath of office prescribed by statute for peace officers. The exception is when shop staff are transporting the vehicle for outside repairs or test driving the vehicle for repairs. The vehicle would be marked “out of service” with magnetic signs applied to the doors covering the Sheriff’s Office logo and the emergency light bar would be covered. These vehicles are ones which are clearly marked and equipped for use in transporting, apprehending, or arresting persons charged with violations of the laws of the United States or the laws of this State and unmarked vehicles that have been registered with the Department of Motor Vehicles for confidential license plates.

Each County owned vehicle shall display the official County Seal. The only exceptions are select vehicles assigned to the Health Department and Sheriff’s Office. Any deviation from use of the official seal must be authorized by the LA.

**10.2 Driver Requirements:**

To ensure compliance with state and local vehicle laws, rules and regulations and to clarify ?? County employee responsibilities, refer to County Policy ??. The policy states each driver of any County owned vehicle must have a valid driver’s license of the proper class.

County employees who drive vehicles weighing more than 26,000 pounds must have a valid Commercial Driver’s License as required by law.

Employees are responsible for assigned vehicles and equipment and must report any unsafe equipment condition via a “Vehicle Repair Request” form available in each Department/Office. Employees are expected to deliver vehicles to the County Shop for regular service and maintenance as scheduled or requested.

To ensure the safety of all personnel, seat belts must be properly worn at all times by drivers and passengers in all vehicles and equipment owned, leased, rented, or otherwise used by Walla Walla County. This also applies to the operation of privately owned or other vehicles if used while in an on-duty status.

Employees are prohibited from using cell phones or other electronic devices while operating a County owned vehicle unless equipped with an approved hands-free device. RCW 46.61.672 prohibits cell phone use in any vehicle unless the operator is able to communicate through a hands-free device. Without hands-free capability, employees must pull off the road and park in a safe location before making or answering a call. Refer to County Policy ?? for more detail regarding “Cellular Phone Use in Moving Motor Vehicles.”

?? County will not pay traffic tickets or parking fines for employees driving County owned vehicles, nor will the County pay if the employee is authorized to use their personal vehicle on County business.

**11. ACCIDENTS AND VEHICLE INSURANCE**

**11.1 Vehicle Accidents**

Employees must report any accident involving a ?? County vehicle or personal vehicle being used for official county business, regardless of severity. Employees must provide a full report to their supervisor as soon as possible after the accident. Supervisors must forward the report to the appropriate Elected Official/Department Head, Personnel/Risk Manager and the Equipment Maintenance Supervisor within forty-eight hours of receipt of the report. In the event of an accident, employees are expected to cooperate fully with investigating authorities, however, employees shall not make voluntary statements other than replying to questions directed from investigating officers. Please refer to County Policy ?? for more detail regarding “Collisions, Damage, and Accidental Loss” procedures. The Equipment Maintenance Supervisor will coordinate recovery and repair of damaged vehicles.

**11.2 Insurance**

**a. Liability.**  The County carries liability coverage on its fleet vehicles. The County’s auto liability insurance covers employees and other authorized drivers of County vehicles. The County’s auto liability insurance does not, however, cover employees using personal vehicles on approved County business. Employees using personal vehicles are responsible for their own personal vehicle insurance coverage. See County Policy ?? for more information regarding insurance coverage and procedures.

**b. Collision.** The County does not carry collision coverage on its fleet vehicles. Historically, the cost of annual collision insurance premiums far exceeds the annual cost of vehicle repairs caused by a collision. Currently, ER&R has sufficient capacity to manage minor repairs of several vehicles throughout the year without a significant impact to rental rates. If damage results in the need to take a vehicle or piece of equipment out of service prior to its depreciated life, or if wrecked or damaged vehicles or equipment require repairs exceeding $?? the Department/Office will be responsible for paying the difference in costs to replace or repair the vehicle or piece of equipment. See 9.4 e.

 If involved in an accident, it is imperative employees obtain all applicable insurance information from all parties involved in the accident and forward the information to the County Risk Manager. If another party is determined responsible for the accident, the County can pursue repair/replacement costs through their applicable insurance.

**12. FUEL AND FUELING SITES**

Fuel purchases and vehicle fuel mileage are major components of the fleet’s operational costs and critical elements used in establishing appropriate rental rates. Accordingly, it is essential all vehicle operators record accurate vehicle mileage (or hours) every time fuel is purchased for the vehicle. If an employee purchases fuel through an automated fuel dispensing equipment system, it is important that drivers enter the mileage accurately when prompted to do so. When employees purchase at bulk fuel sites or other commercial locations, it is essential that employees accurately document mileage on fuel cards or receipts.

For out-of-town travel…

**12.1 Bulk Fuel**

a. Fuel inventory purchases are funded through the ER&R fund. ER&R will follow bid procedures or piggyback onto existing bid contracts for fuel, fuel delivery, and service contracts to secure competitive pricing.

b. The Fleet Manager will establish fuel pricing based on actual costs plus a fee to recover administration, maintenance, and overhead costs. The fee will be reviewed annually.

c. Fuel will be charged against a vehicle or equipment. The revenue returns to the ER&R fund.

**12.2 Fueling Options and Procedures**

**13. AGGREGATE AND MATERIALS (optional)**

Pit and quarry operations (crushing operations, stockpiling, snow and ice treatment, culvert pipe, guardrail, etc.) are funded though the ER&R fund. When rock is loaded out of stockpiles or materials are charged to roads, jobs, projects, etc., the revenue returns to the ER&R fund.

**13.1 Unit Prices**

Unit prices will be established by ?? to recover the costs of permits, administration, maintenance, and overhead costs. Rates will be reviewed annually.

**13.2 Rates for Manufactured Products**

Rates for manufactured products will be established by the ?? based on unit contract prices or stockpile costs. A percentage will be charged to recover administration, maintenance, and overhead costs. Rates will be reviewed annually.

**14. SIGN FABRICATION INVENTORY (optional)**

Sign blanks, posts, anchors, and graphic materials will be kept on hand as inventory items. Inventory purchases are funded through the ER&R fund and costs shall be kept to a minimum. When an item is used and billed to a road or a project, the revenue then returns to the ER&R fund. Inventory pricing is established by ?? and based on cost plus a percentage to recover administration, maintenance, and overhead costs of the items. The rates will be reviewed annually.

**15. VEGETATION CONTROL MATERIALS (optional)**

Spray chemicals and materials will be kept on hand as inventory items. Inventory purchases are funded through the ER&R fund and costs shall be kept to a minimum. When an item is used and billed to a road or a project, the revenue then returns to the ER&R fund. Inventory pricing is established by ?? and based on cost plus a percentage to recover administration, maintenance, and overhead costs of the items. The rates will be reviewed annually.

**16. REFERENCES**

* RCW 36.32.210 Inventory of County Capitalized Assets
* RCW 36.33A Equipment Rental and Revolving
* WAC 136-600 Equipment Rental and Revolving Fund – County Road Administration

Board

* RCW 43.09.210 Local Government Accounting
* RCW 43.101.095 Peace Officer Certification
* RCW 46.61.672 Using a Personal Electronic Device While Driving