

**Policy Title:** Fleet Management Policy  
**Report Number:** ALT2020-0257  
**Adopted by:** Administrative Leadership Team  
**Effective Date:** June 08, 2020  
**Last Amended:** N/A  
**Policy Owner(s):** Fleet Management Service

## 1. PURPOSE

- 1.1 The purpose of this administration policy is to:
- a. Define and delineate roles and responsibilities for the Acquisition, Commissioning, Preventative Maintenance, Alterations and Decommissioning of Vehicles;
  - b. Establish and implement sound fleet management practices to optimize the size and composition of The City's fleet, maximize Vehicle utilization, and ensure the Acquisition of Vehicles is cost-effective and efficient;
  - c. Ensure all Vehicles are maintained, serviced and safety checked in accordance with The City's *Preventative Maintenance Program*, manufacturer's recommendations, industry best practices and all applicable Federal and Provincial legislation; and
  - d. Maximize Vehicle availability to align with operational needs, reduce operating costs, ensure operational and Operator safety, and preserve asset value.

## 2. POLICY STATEMENT

- 2.1 Fleet Management Service will undertake a comprehensive fleet planning and Acquisition process for all new and replacement Vehicles to minimize the Total Cost of Ownership, determine the optimal procurement method, ensure Vehicles align with operational requirements and consider Low Emission Technologies where operationally feasible.
- 2.2 All Vehicles will be subject to an initial check for roadworthiness, safety, functionality and quality control and assurance.
- 2.3 All Vehicles must be maintained, serviced, and safety checked in accordance with The City's *Preventative Maintenance Program*, manufacturer's recommendations, industry best practices and all relevant Federal and Provincial legislation.
- 2.4 All Vehicle Alterations must be approved by Fleet Management Service.

- 2.5 All Vehicles must be returned to Fleet Management Service in roadworthy condition. Any exceptions must be approved by Fleet Management Service.
- 2.6 Fleet Management Service will, in collaboration with City of Calgary Services, develop and maintain lifecycle performance measures and make them widely available and visible.

### 3. **DEFINITIONS**

3.1 In this administration policy:

- a. **“Acquisition”** means the process followed to obtain City-owned, leased, rented and Hired Vehicles which includes planning, designing, budgeting and acceptance of a Vehicle for a specific application;
- b. **“Alterations”** means any change to a Vehicle from its original state after it has been issued to a City of Calgary Service;
- c. **“Capital Asset Management Plan”** means identifying current and future capital needs and developing strategies and projects to address those needs;
- d. **“City of Calgary Service”** means a City of Calgary Service or Business Unit;
- e. **“Commissioning”** means the process of preparing a Vehicle for use which includes quality control and assurance along with verifying functions according to its design objectives, warranties, specifications and legislation;
- f. **“Decommissioning”** means the process of removing a Vehicle from active status.
- g. **“Hired Vehicle”** means a privately contracted Vehicle that may include a contracted operator (e.g. dump truck, grader, etc.);
- h. **“Low Emission Technologies”** means technology that will reduce greenhouse gas emission levels, air-borne pollutants and other environmental impacts;
- i. **“Operator”** means a City employee who operates a City-owned, leased or rented vehicle;
- j. **“Preventative Maintenance”** means maintaining and repairing units to prevent premature failure of components;
- k. **“Preventative Maintenance Program”** means the Fleet Management process, procedure, and plan for maintaining and repairing units to prevent premature failure of components;
- l. **“Purchase Price”** means all Acquisition, Alterations and Commissioning costs of a Vehicle;

- m. **“Recall”** means an issue as defined by the Vehicle manufacturer or Fleet Management Service;
- n. **“Rental Vehicle”** means a vehicle that is rented on a seasonal basis as a supplement to The City’s fleet and used by an Operator; this excludes short-term business travel related rentals;
- o. **“Roadworthy”** means the Vehicle meets accepted safety standards and legislative requirements for operation on the road;
- p. **“Total Cost of Ownership”** means the Purchase Price of a Vehicle plus the cost of maintenance; operational costs such as insurance, fuel and specialized training may also be considered; and
- q. **“Vehicle”** means any City-owned and leased vehicles, pool vehicles, trailers, and powered mobile equipment.

#### **4. APPLICABILITY**

4.1 This administration policy applies to all Vehicles except for those operated by the Calgary Fire Department, Police Services, and Public Transit Service.

#### **5. LEGISLATIVE AUTHORITY**

5.1 The City is required to develop, maintain and implement a documented *Commercial Vehicle Safety and Maintenance Program* in accordance with the Commercial Vehicle Safety Regulations.

5.2 The City must comply with all applicable Federal and Provincial Vehicle legislation including the Alberta Transportation Safety Act, Transportation of Dangerous Goods Act, National Safety Code, Commercial Vehicle Certificate and Insurance Regulation, and Commercial Vehicle Safety Regulation.

5.3 For each regulated Vehicle, The City must maintain a record of all inspections and nature of maintenance performed in accordance with the Commercial Vehicle Safety Regulations.

#### **6. ROLES AND RESPONSIBILITIES**

##### **6.1 Planning and Acquisition of Vehicles**

*6.1.1 Fleet Management Service is responsible for:*

- a. Undertaking a collaborative, comprehensive fleet planning and Acquisition process for all new and replacement Vehicles including appropriately specifying the Vehicle for future application;
- b. Analyzing industry best practices, historical purchasing and Vehicle usage data to determine, in collaboration with the City of Calgary Service, the

optimal procurement method when acquiring new and replacement Vehicles;

- c. Approving and budgeting all Acquisition requests for Vehicles;
- d. Collaborating with City of Calgary Services to complete and submit request for proposals for new and replacement Vehicles in accordance with The City's Procurement Policy;
- e. Maintaining a Capital Asset Management Plan for all Vehicles;
- f. Managing contracts and requests for Rental Vehicles; and
- g. Enhancing fleet management systems and implementing new technology including Low Emissions Technology where feasible.

*6.1.2 City of Calgary Services are responsible for:*

- a. Assessing operational needs and submitting any new, replacement or extended life Vehicle requests to Fleet Services prior to formal submission to The City's annual budget process;
- b. Providing Vehicle usage requirements to Fleet Management Service to determine the appropriate procurement method and to support lifecycle management activities; and
- c. Ensuring adequate budget is planned to support any new, replacement or extended life Vehicle requests along with ongoing annual maintenance costs.

## **6.2 Commissioning and Decommissioning of Vehicles**

*6.2.1 Fleet Management Service is responsible for:*

- a. Commissioning all Vehicles used for City purposes;
- b. Inspecting Vehicles at time of delivery for roadworthiness, safety and compliance in accordance with specifications and applicable Federal and Provincial regulations;
- c. Modifying or outfitting equipment appropriate to the use of the Vehicle;
- d. Applying City identifiers;
- e. Registering and deregistering Vehicles on behalf of The City;
- f. Decommissioning Vehicles at the end of their life cycle; and
- g. Managing the disposal and/or sale of all decommissioned Vehicles in collaboration with Procurement and Warehousing Service in accordance with the Disposal of Surplus Assets Policy.

*6.2.2 City of Calgary Service is responsible for:*

- a. Ensuring the return of Vehicles approved for replacement and/or at the end of their life cycle in roadworthy condition to Fleet Management Service for decommissioning; and
- b. Collaborating with Fleet Management Service to complete any repairs needed once a Vehicle has been approved for Decommissioning.

**6.3 Maintenance during the Life of the Vehicle**

*6.3.1 Fleet Management Service is responsible for:*

- a. Developing and administering a Preventative Maintenance Program for all Vehicles;
- b. Managing and overseeing The City's *Commercial Vehicle Safety and Maintenance Program* to ensure compliance with Federal and Provincial regulations with respect to commercial vehicles;
- c. Ensuring that fleet facilities have adequate resourcing to perform scheduled Preventative Maintenance, unscheduled repairs, Alterations, safety inspections and other associated services as required;
- d. Developing and distributing Preventative Maintenance servicing schedules for all Vehicles;
- e. Notifying City of Calgary Services when a Vehicle is due for scheduled maintenance inspections and Recalls;
- f. Managing and monitoring Vehicle warranties, Recalls and service agreements, to ensure all service requirements are being met;
- g. Monitoring Vehicle utilization data to make recommendations to maximize utilization and capacity of Vehicles;
- h. Approving and managing all Alterations to Vehicles during its lifecycle;
- i. Collaborating with Procurement and Warehouse Service to acquire and dispose of inventory parts for Vehicles in accordance with the Corporate Inventory Management Policy; and
- j. Maintaining individual Vehicle records including purchasing information and any maintenance and repairs.

*6.3.2 City of Calgary Service is responsible for:*

- a. Being knowledgeable and complying with this administration policy and associated Preventative Maintenance Program;

- b. Ensuring the safe operating condition of Vehicles, including scheduling, completion of and payment for all routine and other required maintenance and repairs;
- c. Reporting any Vehicle related issues to Fleet Management Service including breakdowns, collisions, damages, repairs and maintenance concerns; and
- d. Submitting all requests for Alterations or specialized equipment to Fleet Management Services during the life of the Vehicle.

## **7. CONSEQUENCES OF NON-COMPLIANCE**

7.1 Failure to adhere to any administration policy may result in disciplinary action in accordance with the Labour Relations Policy (LR-HR-002).

7.2 Failure to adhere to this administration policy and/or external legislation may result in civic and/or criminal penalties to The City of Calgary and/or its employees.

## **8. ASSOCIATED PROCEDURES AND STANDARDS**

8.1 [Fleet Services Procedure Library](#)

## **9. HISTORY**

Policy Action	Date	Report Number	Description
New	2020/06/08	ALT2020-0257	New policy approved by ALT