



POLICY

POLICY NO:	701	APPROVAL DATE:	June 21, 1999
TITLE:	Fleet Management System	REVISION DATE:	January 25, 2021
SECTION:	Materials, Equipment & Services	PAGE 1 OF 2	
DEPARTMENT:	Fleet		

POLICY STATEMENT

To establish and maintain a single fleet system to provide for the maintenance, repair and replacement of vehicles and mobile equipment for City operations.

REASON FOR POLICY

To establish guidelines for the Fleet Management System.

RELATED INFORMATION

The Fleet Management System shall be operated under a non-profit, monthly repair and maintenance charge system. Departments will be charged the standard shop rate and actual costs for parts, fuel and supplies for the repairs and maintenance of vehicles and mobile equipment used in their area. The operating budget for maintenance and repairs are approved on an annual bases by City Council. The Fleet Management System consists of two parts:

1. An operating component which recovers the cost to perform preventative maintenance and repairs to the equipment; and
2. An equipment replacement component which plans to replace the equipment at the end of its life cycle.

Additions to the City of Grande Prairie's ("City") fleet are funded through the Capital Budget ~~eyele~~. Once purchased, these additions become part of the Fleet Management System and any maintenance and repair charges are applied to the affected.

Replacement of existing vehicles and mobile equipment is funded through Policy 346 - Reserve Funds.

The Fleet Management System applies to all classes of vehicle and mobile equipment over \$2,500 owned by the City.

RESPONSIBILITIES

City Council will review and approve any revisions to this Policy.

City Manager will review and approve any procedures related to this Policy.

City Administration will carry out the policy based on established procedures.