



WAYNE COUNTY PROCEDURE

Title	Vehicle Assignment Procedures		
Date Issued	June 22, 2015		
Date Revised	N/A		
Approved By	Rudy Hobbs, Chief of Staff		Page 1 of 3

I. PURPOSE

The purpose of the Vehicle Assignment Procedures is to define the standardized process that must be followed in order for Wayne County Executive Branch department and division employees to obtain and operate a County Vehicle for County business purposes in accordance with the Wayne County Vehicle Use Policy and Vehicle Use Ordinance.

II. OFFICIALS AUTHORIZED TO INITIATE A VEHICLE ASSIGNMENT REQUEST

The County Executive or his/her designee, a Department Director, Deputy Department Director or Division Director may recommend an employee for a vehicle assignment in compliance with the Wayne County Vehicle Use Policy and Vehicle Use Ordinance.

III. REQUIRED FORM

The Wayne County Vehicle Use Eligibility/Vehicle Assignment Authorization Form ("Eligibility/Assignment Form") must be utilized to request assignment, verify an employee's eligibility and to obtain the necessary signature authorizations for an employee to be assigned to use a Pool Vehicle or to authorize an employee to be assigned a Full-Time Vehicle.

IV. VEHICLE ASSIGNMENT

Before a vehicle assignment can be made, the Department of Public Services (DPS) Personnel Unit will verify an employee's eligibility for a County Vehicle assignment. The employee's eligibility status will be noted on the Eligibility/Assignment Form once the review is completed. Eligibility verifications will be performed at least twice a year by the DPS Personnel Unit to assure that Executive Branch employees authorized to utilize a County Vehicle remain in compliance with the Wayne County Vehicle Use Policy.

If an employee is deemed eligible for a vehicle assignment, the CEO/CEO Designee or DPS Director may authorize the employee to utilize a Pool Vehicle for official County Business. Full-Time Vehicle assignments may only be authorized by the CEO/CEO Designee. The signature of the CEO/CEO Designee or the DPS Director on the Eligibility/Assignment Form is required for a vehicle assignment to be made.



WAYNE COUNTY PROCEDURE

Title	Vehicle Assignment Procedures		
Date Issued	June 22, 2015		
Date Revised	N/A		
Approved By	Rudy Hobbs, Chief of Staff		Page 2 of 3

Once eligibility is confirmed and all of the required authorization signatures on the Eligibility/Assignment Form are obtained, the DPS Equipment Director will contact the authorized employee with instructions on how to access and utilize a vehicle.

V. OBTAINING AND UTILIZING A COUNTY VEHICLE

A. Location and Housing of Pool Vehicles

Pool Vehicles are assigned by DPS to Departments, Divisions and Work Units to be utilized for the official business performed by that specific unit of County government. Pool Vehicles will be housed at workplace locations in a manner determined by the DPS Equipment Director in coordination with other Departments.

B. Checking Out and Logging Vehicle Usage

A Pool Vehicle Check-Out Log Sheet and Vehicle Use Log must be utilized to check out a Pool Vehicle and to record Pool Vehicle usage. The Pool Vehicle Check-Out Log Sheet will be kept in a designated location in the Work Unit to which the vehicle is assigned; the Vehicle Use Log will be kept in each Pool Vehicle or Full-Time Vehicle. The Pool Vehicle Check-Out Log Sheet and the Vehicle Use Log will be collected once a month by the DPS Equipment Director for record keeping and ordinance compliance (Forms are attached).

C. Fuel

Fuel for all Executive Department vehicles may only be purchased through the fuel system operated by DPS. Employees who frequently use a Pool Vehicle or are assigned a Full-Time Vehicle will be provided and assigned a personal fuel chip key. All Executive Branch Department vehicles are also assigned a vehicle chip key. Both keys are required to obtain fuel. Please refer to DPS Fuel Chip Key, Fuel Dispensing and Monitoring Policy for further information regarding the use of such keys.

Employees authorized by the CEO to use a County-issued fuel card do not have to utilize the DPS fuel system to purchase fuel.

Fuel costs will be charged to the business unit to which the County Vehicle is assigned.



WAYNE COUNTY PROCEDURE

Title	Vehicle Assignment Procedures		
Date Issued	June 22, 2015		
Date Revised	N/A		
Approved By	Rudy Hobbs, Chief of Staff		Page 3 of 3

D. Maintenance

Maintenance for all Executive Department vehicles must be performed by the DPS Equipment Repair Shop or its designated vendor. For vehicle emergencies, an employee should call 888-ROAD-CREW for assistance. For Full-Time Vehicle assignments, the employee assigned to the County Vehicle must assure that the vehicle is made available for proper preventative maintenance as required by the DPS Equipment Director. All maintenance costs will be charged to the business unit to which the vehicle is assigned. The DPS Equipment Director is responsible for assuring that all Executive Branch vehicles receive appropriate maintenance.

E. Procuring Executive Branch Vehicles

The DPS Equipment Director is responsible for arranging the purchase or lease of all County Vehicles obtained by Executive Branch Departments. The DPS Equipment Director shall inventory, register and maintain all records for Executive Branch vehicles.

VI. RELATED DOCUMENTS

- A. County Vehicle Use Ordinance (Ord. No. 2001-813, 2002-1193)
- B. Vehicle Use Policy
- C. DPS Fuel Chip Key, Fuel Dispensing and Monitoring Policy
- D. Fuel Card Policy
- E. Pool Vehicle Check-Out Log Sheet
- F. Vehicle Use Log
- G. Wayne County Vehicle Use Eligibility/Vehicle Assignment Authorization Form

VII. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	06/22/15	Terry Spryszak, Director of DPS	New Procedures