



# Contra Costa County Public Works Department


Brian M. Balbas, Director

Deputy Directors  
Stephen Kowalewski, Chief  
Allison Knapp  
Warren Lai  
Carrie Ricci  
Joe Yee

## Memo

July 26, 2021

**TO:** Sustainability Committee  
Supervisor John Gioia, District I – Chair  
Supervisor Federal Glover, District II

**FROM:** Brian M. Balbas, Public Works Director 

**SUBJECT:** Updated Report on EV Implementation in County Fleet

At the May 24, 2021 Sustainability Committee meeting, staff was directed to provide:

1. A summary of the total number of hybrid, electric, and internal combustion engine vehicles purchased by each department over the last two years.
2. An inventory of all the charging stations that exist at County facilities and who can access them.
3. An updated list of which County facilities will need more chargers and the cost.
4. An assessment of existing County policies EV chargers and fleet electrification.

Between 2018 – 2020, 347 vehicles were purchased. Attachment A summarizes the vehicles purchased broken out by department, type of vehicle (pickup, sedan, SUV, truck, van) and fuel used (battery electric (BEV), diesel, hybrid, plugin hybrid electric (PHEV), and unleaded).

The spreadsheet in Attachment B shows the location of existing EV chargers in addition to proposed County facilities recommended for EV chargers based on whether the facility has existing or proposed solar PV system and the number of County vehicles assigned at the location.

Finally, Attachment C contains proposed revisions to Administrative Bulletin 507.9 and 508.5 to strengthen the requirement to replace internal combustion engine vehicles with BEV.

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\\PW-DATA\grpdata\Admin\Joe\Fleet Management\Sustainability Committee>Status of EV Implementation in County Fleet 7-26-2021.docx

Enclosure: Attachment A – Summary of Vehicle Purchases 2018-2020  
Attachment B – List of Existing and Proposed EV Chargers  
Attachment C – Draft Revisions to Administrative Bulletin 507.9 & 508.5

## Attachment A

### Summary of Vehicle Purchases 2018-2020

Department	Vehicles Purchased 2018 - 2020			
	Type	Fuel	#	Total
Agriculture-Weights/Measurements	Pickup	Unleaded	23	
	Van	Unleaded	4	27
Animal Services	Pickup	Unleaded	5	
	SUV	Unleaded	2	7
Clerk-Recorder	Van	Unleaded	2	2
Conservation & Development	Sedan	BEV	1	
	SUV	Unleaded	8	9
County Administrator	Sedan	BEV	1	
	Sedan	PHEV	1	
	SUV	Hybrid	1	
	SUV	Unleaded	2	
	Van	Unleaded	4	9
District Attorney	Van	Diesel	1	
	Sedan	Hybrid	4	5
Employment & Human Services	Sedan	Hybrid	8	
	Sedan	Unleaded	7	
	Van	Unleaded	7	22
Health Services	Pickup	Diesel	1	
	Pickup	Unleaded	4	
	Sedan	BEV	2	
	Sedan	Hybrid	8	
	Sedan	Unleaded	4	
	SUV	Unleaded	15	
	Truck	Hybrid	1	
	Van	Unleaded	19	54
Probation	Sedan	Hybrid	1	
	SUV	Unleaded	13	
	Van	Unleaded	2	16
Public Defender	Sedan	Unleaded	1	1
Public Works	Pickup	Unleaded	13	
	Sedan	Hybrid	2	
	Sedan	BEV	9	
	SUV	Hybrid	2	
	SUV	Unleaded	2	
	Truck	Hybrid	2	
	Van	Unleaded	19	49
Sheriff-Coroner	Pickup	Diesel	4	
	Pickup	Unleaded	11	
	Sedan	Hybrid	4	
	Sedan	Unleaded	47	
	SUV	Hybrid	2	
	SUV	Unleaded	78	146

Total 347

## Attachment B

### List of Existing and Proposed EV Chargers

## Existing Proposed EV Charger Locations

## ATTACHMENT B

Address	City	Department(s)	Approx. # of Fleet/Pool Light Vehicles	Proposed New EV Chargers	Cost Estimate	Potential MCE Rebate	Potential Net Cost	Existing Conduit In Place - Parking area to electrical room	Type of Solar System - Roof, Carport, or Both	Cumulative Total
50 Douglas Dr	Martinez	Health, Probation, Child Support	34	10	150,000	(30,000)	120,000	Yes	Both	\$150,000
30 Muir Rd	Martinez	DCD	12	8	120,000	(24,000)	96,000	No		270,000
255 Glacier	Martinez	Public Works	11	4	60,000	(12,000)	48,000	Yes	Carport	330,000
4549 Delta Fair	Antioch	Child Support, Probation	10	8	156,600	(24,000)	132,600	No	Roof	486,600
4545 Delta Fair	Antioch	EHSD	10	8	120,000	(24,000)	96,000	Yes	Carport	606,600
595/597 Center	Martinez	Health	6	13	130,000	(39,000)	91,000	Yes	Both	736,600
2530 Arnold	Martinez	Assessor, Health, Sheriff, Tax, Risk	6	6	90,000	(18,000)	72,000	No	Ground	826,600
2475 Waterbird Way	Martinez	Public Works	4	2	120,000	(6,000)	114,000	No	Roof	946,600
1960 Muir	Martinez	Sheriff	4	6	120,000	(18,000)	102,000	Yes	Carport	1,066,600
202 Glacier Dr	Martinez	Probation	4	4	100,000	(12,000)	88,000	Yes	Carport	1,166,600
151 Linus Pauling	Hercules	Sup. Glover, EHSD	3	4	60,000	(12,000)	48,000	Yes	Carport	1,226,600
5555 Giant Hwy	Richmond	Sheriff	3	2	130,000	(6,000)	124,000	No	Both	1,356,600
4491 Bixler Rd	Byron	Probation	3	4	75,000	(12,000)	63,000	No		1,431,600
1305 MacDonald Ave	Richmond	EHSD	2	8	120,000	(24,000)	96,000	No	Roof	1,551,600
12000 Marsh Creek Rd	Clayton	Sheriff	2	2	70,000	(6,000)	64,000	No		1,621,600
4800 Imhoff Place	Martinez	Animal Services	1	2	120,000	(6,000)	114,000	No		1,741,600
1650 Cavallo Rd	Antioch	EHSD		2	120,000	(6,000)	114,000	No	Roof	1,861,600
<b>Proposed Totals</b>				<b>93</b>	<b>\$1,861,600</b>	<b>(\$279,000)</b>	<b>1,582,600</b>			
No solar PV system				Engineering	\$395,000					
Will be deleted - Closing building					<b>\$2,256,600</b>					

**NOTE:** This cost estimate does not include costs for permits, ADA, or electrical infrastructure such trenching, conduits, wiring, or electrical panel upgrades.

"Engineering" budget item is intended to evaluate and develop cost estimates for above items at each proposed building site.

Existing EV Charger Locations			Existing County Only EV Chargers	Existing Public EV Chargers
255 Glacier	Martinez	Public Works	4	2
2467 Waterbird Way	Martinez	Public Works	4	
2366B Stanwell Circle	Concord	Public Works	2	
1126 Escobar (651 Pine)	Martinez	CAO, Human Resources	14	
1025 Escobar Street	Martinez	BOS	3	
2425 Bisso Lane	Concord	Health		2
501 Gateway Avenue	San Pablo	Health		2
13601 San Pablo Avenue	San Pablo	Health		6
1850 Muir Road	Martinez	Sheriff	8	2
<b>Total</b>			<b>35</b>	<b>14</b>

## Attachment C

Draft Revisions to Administrative Bulletin 507.9 & 508.5

**CONTRA COSTA COUNTY**  
**Office of the County Administrator**

**ADMINISTRATIVE BULLETIN**

Number: 507-10  
Date: June 2, 2021  
Section: Property & Equipment  
SUBJECT: County Vehicle Operation

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The County owns, leases, rents, and maintains vehicles for use by authorized persons in the conduct of official County business. This Administrative Bulletin establishes policy and procedures for the use and operation of County vehicles, including the investigation and evaluation of vehicle accidents. For purposes of this Administrative Bulletin, any vehicle the County owns, leases, or rents is a "County vehicle."

**POLICY**

Each department head is responsible for:

Requiring safe and economical operation of County vehicles.

Authorizing individuals to operate County vehicles on County business.

Informing individuals of the provisions of this and other appropriate Administrative Bulletins and relevant department policies, if any.

**PROCEDURES**

I. **ADMINISTRATION.** Each department is responsible for implementing the following procedures:

- A. The department head may authorize a County employee, contract worker, or volunteer (collectively, "driver(s)") to operate a County vehicle or may authorize the rental of a vehicle for County work-related purposes through Public Works Fleet Services ("Fleet Services") or Public Works Purchasing Division ("Purchasing"). Departments must ensure that the following conditions are met:
1. Any driver operating County vehicles and/or equipment must hold a current, valid, and appropriate DMV operator's license(s) for each vehicle or piece of equipment that they are assigned to use and operate (e.g., Class A, B, C, and special endorsements). Operation of County vehicles and/or equipment with a suspended or inadequate operator's license is expressly prohibited.
  2. Maintain and keep current a list of the department's authorized drivers. Appendix A is an example form.
  3. Maintain a photocopy of each authorized driver's valid license on file in the Department.
  4. Ensure the authorized driver has received instructions on vehicle operation, including vehicle inspection checklists, maintenance responsibilities, applicable emergency forms, and department and County notification procedures/requirements.
  5. Instruct the authorized driver to comply with all driving restrictions and

regulations which are imposed by the California Department of Motor Vehicles for County vehicle types.

6. Provide the County Risk Manager with a current list of drivers who are required by their jobs to have a commercial license. Those drivers with a commercial license are subject to the Federal Drug and Alcohol Testing Program.
7. Per California Vehicle Code 1808.1(k), drivers which are "...required to have a class A or class B driver's license, a class C with any endorsement..." shall be enrolled in the Department of Motor Vehicles Pull Notice Program. Each department is responsible to administer the Pull Notice Program for their drivers and shall provide the required reports to the California Highway Patrol when demanded.
8. Follow Fleet Services' requirements for vehicle maintenance, including reporting vehicle parking location changes, timely reporting of vehicle accidents, and surrendering of vehicles for periodic repair and maintenance.
9. Immediately upon notification that an authorized driver no longer meets the conditions listed in this Section, the department shall withdraw authorization and notify the individual.

**B. Assigned Vehicles.** County vehicles may be assigned on a full-time or limited-time basis to an authorized driver or to a department. The department shall be responsible for:

1. Requests for Vehicles - The department will submit a memo to the Public Works Fleet Manager ("Fleet Manager") requesting a vehicle assignment. The request should demonstrate that assignment of a County vehicle is the most cost effective option to meet transportation needs. If vehicles are unavailable, then the requesting department may provide funding for purchase or lease of a vehicle, with approval from the Office of the County Administrator. An electric or plug-in hybrid vehicle (EV) will be provided unless justification is approved for a non-EV by the Office of the Administrator.
2. Vehicle Assignments - Changes in vehicle parking locations and/or authorized drivers are to be reported to the Fleet Manager.
3. Vehicle Purchase - Fleet Services is responsible for the development and maintenance of specifications for, and purchase of County vehicles. Such specifications shall provide for fuel efficiency, economy, and vehicle safety.
4. Scheduled Maintenance - The department is responsible for assuring that assigned vehicles receive maintenance as scheduled by the Fleet Manager. The department head and/or designee(s) must provide access to County vehicles upon request by Fleet Services for preventive maintenance and scheduled inspections to meet safety and regulatory compliance requirements. Failure to comply may result in confiscation of the vehicle(s).
5. Vehicle Inspection- The department is responsible for assuring that equipment inspection checklists are completed for assigned vehicles on the schedule required by the Fleet Manager. Appendix B is a sample checklist. The inspection of vehicles must also be performed on the schedule required by the Fleet Manager.

**C. Take-Home Use of a County Vehicle.** A take-home vehicle is any County vehicle, other than a "qualified non-personal use vehicle," described below, which is permanently or temporarily assigned to an authorized driver who has been

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authorized to drive the County vehicle to and from work to the driver's residence. Take-home vehicle authorizations must be approved by the department head and must be based on demonstrable and beneficial needs for the delivery of services to the County.

1. A "qualified non-personal use vehicle" encompasses the following (IRS Code Publication 15-B):
  - a) Clearly marked, through painted insignia or words, police and fire vehicles;
  - b) Unmarked vehicles used by law enforcement officers, if the use is officially authorized;
  - c) An ambulance or hearse used for its specific purpose;
  - d) Any vehicle designated to carry cargo with a loaded gross vehicle weight over 14,000 pounds;
  - e) Delivery trucks with seating for the driver only, or the driver plus a folding jump seat;
  - f) A passenger bus with a capacity of at least 20 passengers used for its specific purpose;
  - g) School buses; and
  - h) Tractors and other special-purpose farm vehicles.
2. In the event the department head authorizes the take-home use of any County vehicle, other than a qualified non-personal use vehicle, the authorized driver will be required to treat any personal use of that vehicle as taxable income under various IRS rules. The department is required to maintain detailed records of which authorized drivers may take home a County vehicle and how many nights each month those drivers took home a County vehicle.

**Deleted:** At the end of each month, the department must report this information to Fleet Services (925-313-7074).

## II. OPERATION OF COUNTY VEHICLES.

- A. Authorized drivers may only use County vehicles to transport those persons, animals and/or equipment as are required to carry out official County business.
- B. An authorized driver shall immediately notify the department head, or designated representative, of any changes in the status of his/her driver's license.
- C. Authorized drivers may only use County vehicles for conducting County business, except when authorized for take-home use, as provided in Section I.C., above. Any other personal use of County vehicles is strictly prohibited.
  1. When a County vehicle is assigned to an authorized driver for take-home use, the driver to whom the vehicle is assigned shall be responsible for affording the maximum protection practicable against theft, vandalism, damage and the elements by placing such vehicle in a garage or carport, if available. The minimum of such protection shall be assurance that such vehicle is off-street, if available, at night, when not in actual use.
  2. Take-home County vehicles may not be used to conduct personal business (e.g., driving children to daycare, doing shopping, or transporting other non-County passengers). Authorized drivers taking home a County vehicle shall ensure proper discretion to minimize inaccurate or negative public perceptions.
  3. Authorized drivers shall not permit other persons to drive County vehicles.
    - a) Drivers shall observe all traffic rules and regulations at all times,

including but not limited to refraining from using a cell phone while operating the vehicle. Fines and punitive measures imposed for violations are the personal responsibility of the driver.

b) Authorized drivers shall observe courtesies of the road, follow California Department of Motor Vehicles (DMV) Driver Handbook requirements, practice defensive driving procedures, and utilize fuel conservation measures.

c) Authorized drivers must ensure that all personnel riding in County vehicles wear safety seat belts. All California laws and DMV handbook updates for child and adult seatbelt requirements must be followed.

d) Smoking is prohibited at all times in County vehicles. Authorized drivers shall not consume food or beverages while operating a County vehicle.

e) Authorized drivers must take proper care to secure the County vehicle when the vehicle is left unattended, including locking the vehicle and removing the keys. The authorized driver should not leave valuables or County equipment (e.g., wallets, cell phones, laptop computers) in plain sight when a County vehicle is left unattended.

f) Authorized drivers of County vehicles equipped/supplied with traffic cones are required to comply with the guidelines stated in Administrative Bulletin No. 516, "Traffic Cones."

g) Authorized drivers are required to surrender vehicles for scheduled maintenance when requested.

h) If an authorized driver utilizing a Fleet Services daily use pool vehicle will be returning later than 5:00 p.m. to the Fleet Services Center, the authorized driver must notify Fleet Services, 2467 Waterbird Way, Martinez, (925) 313-7074. If a vehicle is not returned by the scheduled check-in time and no delay has been reported, an investigation to locate the vehicle may be initiated. The authorized driver's department will be contacted and local police agencies may be notified if the vehicle cannot be located.

i) Authorized drivers must remove all personal items from the vehicle, dispose of trash and litter, set the emergency brake when parking the vehicle being returned, and advise Fleet Services personnel of any maintenance problems and/or vehicle body damage.

j) Authorized drivers must wear appropriate footwear as required by the California Vehicle Code (CVC).

### III. COUNTY VEHICLE SERVICING.

- A. Fleet Services is responsible for the regular maintenance and servicing of all County-owned vehicles.
- B. County vehicles are serviced at 2467 Waterbird Way, Martinez. For after-hours emergencies, such as a flat tire or broken fan belt, County vehicles may be serviced by a private garage or service station. If the emergency occurs during normal work hours, the authorized driver is to call Fleet Services at (925) 313-7074 before having repairs made. Fleet Services' telephone number is stored in the glove compartment of each vehicle. The driver may be advised that the vehicle will be towed.
- C. When possible, County vehicles should be fueled at the automated fuel site at Fleet Services on Waterbird Way, Martinez, and at designated Voyager card facilities. Fleet Services will issue authorized drivers a Voyager card at the same time they are assigned a County vehicle. Replacement cards may be requested from Fleet

Services.

**D.** County vehicles may be fueled at commercial service stations only in the event of emergency situations or when County service facilities are not accessible. Drivers are to use only self-service regular unleaded, or diesel fuel, as required. Purchase of premium unleaded fuel and full service are not permitted. Employees utilizing County or personal credit cards shall make certain that the County vehicle equipment number, vehicle license number, odometer reading, and total sales amount appear on all sales receipts. Employees using personal credit cards for fuel purchases shall include the signed sales receipts with their monthly expense demands.

**E.** Vehicles using alternative fuels such as compressed natural gas (CNG) must be refueled at appropriate sites.

**F.** Electric Vehicle Charging – County electric vehicles (EVs) can be charged at County facilities that have EV charging stations or at commercially available charging stations. In County parking lots that include parking of County vehicles and employee owned vehicles, priority for use of EV charging stations shall be for County owned EVs. In County owned parking lots where the public has access to the charging stations, the public and employees have priority use of the charging stations.

**IV. RENTAL PROCEDURES.** The following procedures apply to obtaining a rental car once a department head, or designee, has authorized a County employee, contract worker, or volunteer to operate a rental vehicle for County work-related purposes: Employees should prioritize rental of electric vehicles where they are available.

- A.** Rental Cars for In-County Use. The Public Works Department, Fleet Services Division ("Fleet Services"), is responsible for obtaining rental cars for in-County use. The department head, or designee, must contact Fleet Services at (925)313-7074 for further instructions.
- B.** Rental Cars for Out-of-County Use. The Public Works Department, Purchasing Services Division, is responsible for obtaining rental cars for out-of-County use. The department head, or designee, must contact the Purchasing Division at (925)313-2000 for further instructions.

**V. INSURANCE.**

- A.** County-Owned Vehicles. The County self-insurance program provides vehicle liability insurance coverage to authorized drivers during approved use of County vehicles.
- B.** Rental Vehicles for County Work-Related Purposes. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Authorized rental car drivers are instructed not to purchase any insurance or sign a Collision Damage Waiver (CDW) when renting a vehicle for County business. However, if the authorized rental car driver keeps a rental vehicle for personal use, after the business portion of the trip is completed (unless they are attending an approved extended conference, seminar, etc.), the driver is responsible for the vehicle and should arrange for his or her own liability and collision coverage.

**VI. ACCIDENTS.**

- A.** Types of Accidents.
  - 1. Bodily Injury;
  - 2. Vehicle being struck or striking another vehicle or object and/or damage occurring as a result of an accident; or
  - 3. All other vehicle accidents involving County vehicles, including those that occur when the vehicle is unattended.

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**B. Reporting.**

1. Authorized drivers of County vehicles that are involved in accidents must follow the Post Vehicle Accident Instructions, attached as Appendix C.
2. Authorized drivers must immediately notify the following:
  - a) Immediate Supervisor
  - b) Fleet Services at (925) 313-7074
  - c) Risk Management at (925) 335-1400
3. Authorized drivers must also complete a Vehicle Accident Report Form, Appendix D, and submit it to his or her supervisor.
  - a) When possible, take photos of the accident scene and vehicle damage and submit the photos with the Vehicle Accident Report Form.
  - b) The report shall be submitted to the driver's supervisor within 24 hours, or as soon as possible.
  - c) The supervisor shall review the report, follow the department's accident investigation procedure, and/or forward the report to the department head.
  - d) The department head shall send copies to Risk Management's Liability Unit and Fleet Services for claims review, assessment of vehicle condition, possibility of mechanical or electrical malfunction, and damage estimate.

**C. Bodily Injury.**

1. In cases of bodily injury to either party, authorized drivers must also complete a DWC-1 form, which is available through Risk Management, in addition to the Vehicle Accident Report Form.
2. Instructions to Supervisors.
  - a) Ensure that the employee involved in an accident has completed all the proper paperwork.
  - b) Complete an AK30 form, which is available through Risk Management. Return both the DWC-1 form completed by the employee and the AK30 form to the Risk Management Office within 24 hours of the accident or as soon as possible.

**D. Departmental Evaluation.**

1. **Accident Review.** The department head or designated representative must investigate all accident reports to determine what actions may prevent future accidents. The department must record its findings and relevant points of its evaluation on the Vehicle Accident Report Form and submit the form to Risk Management.
2. **Review and Action.** The department head or designated representative is responsible for implementing follow-up actions to prevent future accidents, including, but not limited to, trainings, corrective counseling, and discipline.

**E. Risk Management provides a training program for those individuals referred by their Departments for repeated vehicle accidents in County vehicles. An overview for the training program is provided in Appendix E.**

Orig. Dept.: County Administrator and Risk Management

Appendix A - List of Authorized Drivers Sample Form  
Appendix B - Driver's Vehicle Inspection Report

Appendix C – Contra Costa County Post Vehicle Accident Instructions  
Appendix D – Contra Costa County Vehicle Accident Form  
Appendix E – Driver Safety Training Program

For those viewing this document online, hyperlinks to the following bulletins are provided.

References:

[Administrative Bulletin No. 408, Safety Policy](#)

[Administrative Bulletin No. 421, County Volunteer Programs](#)

[Administrative Bulletin No. 535.1, Use of Private Vehicles](#)

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[Monica Nino,](#)  
County Administrator

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CONTRA COSTA COUNTY  
Office of the County  
Administrator  
ADMINISTRATIVE BULLETIN

Number: 508.6  
Date: June 2, 2021  
Section: Property and Equipment

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SUBJECT: County Vehicle and Equipment Acquisition and Replacement Policy, and Clean Air Vehicle Policy and Goals

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This bulletin sets forth County policy and guidelines for department requests for acquisition and replacement of County vehicles and equipment.

- I. **APPLICABILITY.** This bulletin is applicable to addition and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation.
- II. **AUTHORITY.** By Board Order, Item C.162, July 18, 2000, proposed County Vehicle/Equipment Acquisition and Replacement Policy

**III. POLICY GUIDELINES**

Additional and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation must be appropriate for the intended use, within the approved budget, safe to operate, and cost efficient both to operate and maintain. The expected annual use of any vehicle should be in excess of 3,000 miles. Dedicated Compressed Natural Gas (CNG) and battery electric vehicles with frequent and demonstrated short trip usage patterns may be exempted from the County minimum mileage requirement. Replacement priority will be given to vehicles and/or equipment that are determined by the Public Works Department Fleet Manager (Fleet Manager) to be unsafe, in the poorest condition, uneconomical to operate or maintain, or have the highest program need. Unless otherwise approved by the County Administrator's Office, all new and/or replacement vehicles shall be battery electric vehicles (BEV) or plug-in hybrid vehicles.

- A. **ACQUISITION OF REPLACEMENT VEHICLES/EQUIPMENT** The acquisition of "replacement" vehicles or equipment may be approved by the Fleet Manager and County Administrator, provided that the vehicle being replaced meets or exceeds the minimum mileage criterion and/or the vehicle/equipment is damaged beyond economical repair as determined by the Fleet Manager.

Vehicles and equipment will be considered for replacement or, in the case of low utilization, reassignment to another function or department, when one or more of the following conditions exist as determined by the Fleet Manager.

1. Replacement parts are no longer available to make repairs

2. Continued use is unsafe
3. Damage has made continued use infeasible
4. Cost of repair exceeds the remaining value
5. Low utilization (usage does not exceed 3,000 miles per year) cannot justify ongoing maintenance and insurance costs

- B. MILEAGE EVALUATION INTERVALS At the mileage intervals specified below, vehicles will be evaluated to determine their condition and expected life. The Fleet Manager is to make such evaluations in accordance with the following schedule. Evaluations may be conducted sooner under certain conditions, such as when a vehicle needs repairs more often than other vehicles of the same class and age, or when a vehicle has been damaged. After initial evaluations, a vehicle will be re-evaluated every 12,000 miles or until it reaches the end of its life, at which time it will be declared surplus.

VEHICLE TYPE	EVALUATION INTERVAL
Sedans	90,000 miles
Sheriff Patrol Sedans	90,000 miles
Passenger Vans	90,000 miles
Cargo Vans	90,000 miles
Sports Utility Truck	100,000 miles
Pickups and 4x4	100,000 miles
Medium/Heavy Duty Trucks	120,000 miles
Buses	180,000 miles
School Buses	8 years/(inspect every 45 days by law)
Miscellaneous Equipment	Depends on Condition

- C. EQUIPMENT ABUSE, NEGLIGENCE, AND MISUSE Departments utilizing County equipment shall be responsible for all costs associated with driver abuse, negligence, or misuse of County equipment. Determination of abuse, negligence, or misuse will be at the discretion of the Fleet Manager. The Fleet Manager shall notify the department using the equipment of any charges covered under this section.
- D. VEHICLE CITATIONS, PARKING TICKETS, AND TOLL EVASION NOTICES The department utilizing the equipment shall be responsible for ensuring payment of all citations, parking tickets, and toll evasion notices attributed to any equipment. Citations or tickets attributed to equipment due to administrative reasons (license, titling, registration, etc.) will be the responsibility of the Fleet Manager to resolve, with the exception of expired registration tabs on undercover vehicles. The department utilizing the equipment is responsible for ensuring undercover plated vehicles display a current registration tab.



- E. ACQUISITION OF ADDITIONAL VEHICLES/EQUIPMENT Departments requesting acquisition of an additional vehicle or piece of equipment must demonstrate the need and identify the source of funding for the acquisition and its ongoing maintenance. Funds for the acquisition of additional or replacement vehicles/equipment must be appropriated in the County budget before such acquisition can occur. This appropriation may be included in the annual County Budget adopted by the Board of Supervisors or may occur via a budget appropriation adjustment approved by the Board during the fiscal year. The attached form shall be used for each Vehicle and Equipment Request Form and forwarded to the County Administrator's Office, Budget Division, upon whose approval the request will be sent to the Fleet Manager for technical recommendations.

Any vehicle and/or equipment that is offered as a donation to the County must be inspected by the Fleet Manager and determined to be in good operating condition, safe, and efficient to operate and maintain prior to acceptance. If the vehicle does not meet these criteria, the donation is not to be accepted. Donated vehicles and equipment require a signed Board Order before the donated equipment may be accepted.

#### IV. CLEAN AIR VEHICLE POLICY AND GOALS

It is the intent of the County to procure the most fuel efficient and lowest emission vehicles and reduce petroleum fuel consumption. Vehicle and equipment purchases shall be operable on available County alternate fuel sources to the greatest extent practicable and must comply with all applicable clean air and vehicle emission regulations. Department locations that have electric vehicle charging stations available shall utilize electric vehicles to the greatest extent possible unless there is a compelling documented reason an electric vehicle (EV) does not meet operational needs that is approved by the CAO. As building facilities become equipped with EV charging stations, the Fleet Manager shall replace non-electric vehicles with EVs. To accelerate the integration of EV's, the Fleet Manager may reassign existing non-EVs to another department and replace with an EV.

- A. VEHICLE PURCHASES Alternate fuel (electric, Compressed Natural Gas (CNG), fuel cell, etc.) vehicles shall be procured to the greatest extent practicable. If an alternate fuel vehicle is not operationally feasible, a plug-in hybrid vehicle shall be the next type considered for procurement. Vehicle purchases other than alternate fuel or plug-in hybrid, require specific justification and approval by the County Administrator's Office and shall be rated no lower than Partial Zero Emission Vehicle (PZEV) by the California Air Resources Board when possible.

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B. EXEMPTION FROM CLEAN AIR VEHICLES POLICY Marked emergency response vehicles (e.g. police patrol, fire, paramedic, and other Code 3 equipped units), may be exempt from the Clean Air Vehicle Policy. The Fleet Manager may also grant exemptions for vehicles used primarily for prisoner transport or when no alternate fuel or low emission vehicle is available that meets the essential vehicle requirements or specifications. The intended use of the vehicle shall be the determining criteria for granting a Clean Air Vehicle Policy exemption.

## V. DEPARTMENT RESPONSIBILITY

### A. Department Head or Designee assigned vehicles

1. Designate a department staff person to serve as the departments point of contact for all fleet related issues
2. Ensure safe operation of all vehicles and bringing in vehicles to the Fleet Services Center for scheduled preventative maintenance and safety inspection when requested by the Fleet Manager
3. Budget appropriately for all expenses
4. Prepare and submit Vehicle and Equipment Request Form to the County Administrator's Office, Budget Division for approval of replacement and/or addition of vehicles
5. Enter correct mileage when purchasing fuel
6. Ensure vehicle meets minimum use guidelines
7. Notify Fleet Manager of any vehicle assignment changes

### B. County Administrator's Office

1. Review requests for purchase of vehicles for operational need, compliance with County policy, and budgetary impact

### C. Public Works Department – Fleet Services Division

1. Administer and oversee the County Fleet including providing regular preventative maintenance and repairs
2. Budget for the acquisition and replacement of vehicles and/or equipment
3. Prepare annual report and summary of the distribution of light vehicles (by vehicle type (sedan, SUV, van, pickup truck, etc.) and fuel (electric, CNG, unleaded, diesel, hybrid) and heavy equipment by department for the

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current fiscal year, the two prior fiscal years, and the recommended distribution for the new fiscal year

4. Develop light duty vehicle and equipment specifications to increase alternate fuel (~~electricity~~, CNG, fuel cell, etc.). ~~all electric, plug-in~~ hybrids, and partial zero or less emission vehicle purchases.
5. Identify and procure suitable alternate fuels for use in County vehicles
6. Monitor and identify non-County alternate fuel locations for use by County vehicles
7. ~~Identify opportunities for multiple departments to share all electric vehicle motor pools centrally located at hubs consisting of County owned parking lots equipped with electric vehicle charging stations~~

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**Originating Department(s):**

County Administrator's Office  
Public Works Department

**Information Contacts:**

County Administrator's Office –Management Analyst Liaison  
County Fleet Manager at 925.313.7072

**Update Contact:**

County Administrator Senior Deputy, Municipal Services

/s/

Monica Nino

County Administrator

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