

NUMBER FV – 001

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: ACCIDENTS / VANDALISM COUNTY VEHICLES

**APPROVED: _____
MARILYN L. RAWLINGS, FLEET MANAGER**

**APPROVED: _____
WAYNE FIYALKO, RISK MANAGER**

DISTRIBUTION:

**Fleet Management
Risk Management
All County Departments**

PURPOSE:

To establish guidelines for processing repairs to County owned vehicles involved in accidents, vandalism, etc.

PROCEDURE:

All damage done to Lee County vehicles, whether through vandalism, accident, or natural disaster, must be reported immediately to the operator's supervisor and to Lee County Risk Management. A Lee County Loss/Accident Report must be completed and faxed to Lee County Risk Management and to Lee County Fleet Management as soon after the occurrence as possible. Loaner vehicles will be provided as needed, based on availability from Fleet Management.

REQUISITIONS:

Requisitions for the repair of damage from all accidents must be entered in the One World System through the OF approval path. Once the requisition is entered, all documentation (i.e. estimates, accident report, etc) must be scanned and attached to the requisition or faxed directly to Purchasing.

TOTAL DAMAGE – ESTIMATED UNDER \$500

The vehicle operator will bring the vehicle to the vehicle maintenance facility at 2955 Van Buren Street. Fleet's Shop Superintendent will determine if the vehicle can be repaired in-house or if it needs to be taken to an outside vendor.

If an outside vendor is required, Fleet Management will cut a purchase order to a vendor of choice for the entire amount of the repair. Fleet Management staff will work with the vendor and oversee the repair of the damaged vehicle. Fleet will pay vendor for the invoice amount and then bill the department at the end of the month for the necessary repairs. Funds used to pay these invoices should be separate from the funds set aside for regular vehicle maintenance invoices. Any reimbursement from the other driver's insurance company will be returned to the department by Risk Management.

TOTAL DAMAGE – LESS THAN BOOK VALUE BUT GREATER THAN \$500

Departmental staff will obtain a minimum of two written estimates for the repair of the vehicle from vendors approved by Fleet Management. Once a vendor is selected, the Department will cut a purchase order (P.O.) to the awarded vendor for the entire amount of the repair and submit a copy of the purchase order and the original estimate to Risk Management for reimbursement from the Loss Fund and to Fleet Management for review. Any "hidden" damages found by repair shop and not on the original repair estimate must receive verbal authorization from the Fleet Manager, Shop Superintendent or designee prior to repair. Once the repair is completed, the County Department is responsible for picking up the repaired vehicle from the repair shop and bringing it to Fleet Management for final visual inspection. Fleet Management will then provide written approval to the Office of Risk Management and to the Department for the payment of the repair invoices. No payment will be made to the vendor from the original estimate or before repairs are completed and approved by Fleet Management.

TOTAL DAMAGE > BOOK VALUE - TOTALED VEHICLES

Determination of whether the vehicle is totaled shall be made by a vendor approved by Fleet Management in conjunction with a Risk Management Insurance appraiser. Once the vehicle is determined totaled, the Department will be reimbursed from the Loss Fund for the actual cash value of the vehicle, less the \$500 deductible, less the higher of two salvage bids. The department shall be responsible for the disposal of the vehicle through Fleet Management. Fleet Management will process the necessary title work for disposal. The Department will prepare all necessary fixed asset forms.

Revised: SEPTEMBER 2003