

# Alameda County Draft Consolidated Vehicle Use Policy

## Green Vehicle Management & Procurement

The County is committed to reducing our greenhouse gas emissions as part of the County's Strategic Vision. Our approach towards these reductions from our vehicles is by continually reviewing the number of vehicles needed to support County operations, "right sizing", and by purchasing and running the "greenest" fleet of vehicles available, both environmentally and economically sustainable.

### 1. Sustainable Transportation Panel

This cross-agency advisory panel is responsible for developing vehicle purchasing standards, agency/departmental vehicle usage reviews, transportation initiatives, and analyzing our County's environmental impact from transportation. This panel includes the General Services Agency, Transportation Services Manager, Sustainable Transportation Specialist, Motor Vehicle Manager, a Sustainability member, a Purchasing member, the Public Works Fleet Manager, and members from three or four other agencies/departments. Both labor and management shall be represented on the panel. The mission of the panel is to develop a County standard for the purchase of cost effective, green vehicles for the County's fleet. Additionally, this panel will study the transportation initiatives including employee commutes and take-home vehicles. The following are the objectives of this panel:

- i. Create and regulate the County Green Vehicle Management & Procurement policy.
- ii. Select the most environmentally friendly and cost effective fleet of vehicles available by vehicle class.
- iii. Reduce the number of SUVs and trucks in the fleet.
- iv. Review and analyze the County's take home vehicles, working to reduce the number of County vehicles commuting.
- v. Reduce the number of underutilized vehicles in the fleet (i.e. improving vehicle sharing between agencies/departments).
- vi. Study the County's emissions for both County vehicles and employee vehicles during their commute.
- vii. Reduce the total cost of running the County's fleet.
- viii. Ensure that the Clean Commute Program is promoted and incentivized as an alternative to driving, both on the job and during the employee's commute.

Recommendations from the Sustainable Transportation Panel will be reviewed by GSA and if appropriate, reviewed by the Board of Supervisors.

### 2. Usage Standards

In order to ensure that all County vehicles are properly utilized, a minimum usage standard has been set.

- i. For sedans, light trucks, and vans- The usage must be a minimum of 500 miles per month and an average of 4 hours per day.

- ii. For medium and heavy duty trucks- The usage must be a minimum of 400 miles per month.
  - iii. For off-road heavy equipment- The usage must be 150 hours per year.
- These usage standards have been set for evaluation purposes. When a vehicle's usage falls below these defined levels, the vehicle will be evaluated to determine if there is a sufficient need for these vehicles in the County's fleet, while still meeting the level of service to the public.

### **3. Agency/Department Vehicle Purchase Request Process**

- i. Agency/department must complete Motor Vehicle Purchase Request Form (140-28 (0807R))
- ii. Fleet Manager will review the request for compliance with the usage standards:
  - a. Justification for vehicle request
  - b. Services provided
  - c. Estimated mileage per month
  - d. Estimated hours used per day
  - e. Source of funding/funding availability
- iii. The above five components of the vehicle request process will be submitted to the Sustainable Transportation Panel for approval and then to the Board of Supervisors for final purchase approval.

### **4. Purchase of County Vehicles**

The County will purchase vehicles that will increase the fleet's overall fuel efficiency, lower emissions, and control costs. As part of this effort, the County will look at ways to limit the use of large sedans, sport utility vehicles and trucks to work assignments where they are essential and encourage the purchase of alternative fuel vehicles, such as hybrid-electric, all electric, and compressed natural gas. The County will evaluate fuel consumption, CO2 emissions, and cost effectiveness for every vehicle purchase.

- i. All vehicles purchased will be:
  - a. In the top 10% of fuel economy and lowest emissions within the vehicle class/type
  - b. Alternative fueled when available
  - c. Commercially available
  - d. Practical
  - e. Reasonably cost-competitive for the class/type of vehicles needed for specific assignments.
- ii. Trucks, Vans, and Sport Utility Vehicles (SUVs) will not be purchased unless justified based on a verified work assignment. Justifiable work assignments will include rough terrain/off-road travel, passenger/cargo requirements, and/or trailer towing requirements on a routine basis.

### **5. Driving habits**

Drivers can impact the fuel economy of the vehicle by as much as 3 miles per gallon and also impact the vehicle maintenance cost by their driving habits. All County employees and other authorized drivers (with the exception of emergency vehicles) are required to

follow the following simple rules to maximize our fuel economy and to minimize our maintenance expense:

- i. Drive the speed limit
- ii. Maintain constant speed
- iii. Avoid fast starts and abrupt stops
- iv. Limit idle time

**6. Use of Environmentally-Friendly Materials**

The County maintenance facilities are to utilize environmentally-friendly materials (i.e. recycled anti-freeze, brake fluid, transmission fluid, and oil and lead-free wheel weights) when they are available and will not negatively affect the performance of County vehicles.

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