

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: FY26 Fleet Policy Update

DATE: June 5, 2025

() RECOMMENDATION
(X) POLICY DISCUSSION
() STATUS REPORT
() OTHER

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

COMMISSION ACTION REQUESTED ON: June 16, 2025

PURPOSE: Request Board approval of the FY26 Fleet Policy Update, to go into effect on July 1, 2025.

BACKGROUND / HISTORY: The current Habersham County fleet policy has remained unchanged since its last revision in March 2013. Given the significant changes in operational demands, vehicle technology, and departmental needs over the past decade, a comprehensive review and update of the policy has been undertaken.

As part of this initiative, a full evaluation of take-home vehicle assignments was conducted. This evaluation carefully considered the operational requirements of each department, vehicle replacement schedules, and the appropriateness of vehicle use allocations. Our findings support a more strategic and cost-effective approach to fleet management that aligns with current best practices and enhances accountability.

The proposed policy changes are designed to:

- Optimize the distribution and use of take-home vehicles based on demonstrated operational need;
- Improve lifecycle management through clearer replacement schedules;
- Enhance oversight and reporting to ensure responsible use of county resources.

We respectfully recommend that the revised fleet policy be adopted with an effective date of **July 1, 2025**, to allow sufficient time for departmental adjustments and implementation planning. This policy update represents a proactive step toward advancing fleet operations and ensuring the efficient use of taxpayer dollars.

FACTS AND ISSUES:

- a. The Current Fleet Policy effective date is March of 2013. This will be the first update since then.
- b. County vehicles range from utility vehicles to tractors, emergency vehicles, dump trucks and trailers, and regular on-road trucks, cars, SUVs and Vans. The departments with the highest vehicle counts are Fire, Landfill, Road and Sherriff.
- c. The County has roughly 435 vehicles in operation.

OPTIONS:

- 1) Approve the adoption of the Fleet Policy Update effective July 1, 2025.
- 2) Deny the adoption of the Fleet Policy Update effective July 1, 2025.
- 3) Commission defined alternative.

RECOMMENDED SAMPLE MOTION: Move to Approve the adoption of the Fleet Policy Update effective July 1, 2025.

DEPARTMENT:

Prepared by: Sara Burke

Director _____

**ADMINISTRATIVE
COMMENTS:**_____

DATE:_____

County Manager



Habersham County Vehicle Fleet Policy

Purpose:

The purpose of this policy is to provide guidelines for the management, operation, and replacement of the vehicle fleet and heavy equipment within Habersham County, ensuring efficient use, safety, and cost-effectiveness.

1. Vehicle Fleet Overview:

This policy applies to all vehicles and heavy equipment owned and operated by Habersham County, including but not limited to fire trucks, compact sedans, SUVs, pick-up trucks, passenger vans, dump trucks, utility trucks, tractors, and earth grading equipment. For any section in this policy that conflicts with the Habersham County Employee Handbook, the Habersham County Employee Handbook policies will prevail.

2. Take-Home Vehicle Policy:

To promote efficient operations and ensure that employees are readily available to respond to county needs, the following guidelines will govern the take-home vehicle program:

- **Eligibility:**
 - **Permanent Take-Home Vehicles:** Permanent take-home vehicles will be restricted to management employees whose duties may require frequent trips to county project sites en route to assigned work areas or home of record or after-hours emergency response.
 - **Temporary Take-Home Vehicles:** Temporary take-home vehicles will be limited to employees in an on-call status. These vehicles are intended for immediate availability during emergencies, training conferences, or to meet the needs of specific, time-sensitive assignments.

- **Vehicle Use:**
 - o The vehicle must be used primarily for county business. Take-home vehicles will be restricted to use for county business only and for infrequent personal stops during approved commutes. Personal use of county vehicles beyond this is prohibited and must comply with county guidelines.
 - o County vehicles are to be used in a professional and responsible manner at all times. Personal use of county vehicles must not interfere with official duties and should reflect positively on Habersham County.
 - o County vehicles are not to be driven to any establishment that may discredit the county or compromise public trust. This includes, but is not limited to, bars, nightclubs, and liquor stores. Such destinations are strictly prohibited while operating a county vehicle.
 - o In accordance with the Employee Handbook and Policy Guidelines, non-law enforcement and security employees are prohibited from possessing firearms and weapons on County property. However, non-law enforcement employees may possess licensed weapons for personal protection while traveling out of town on business purposes when allowed by law.
 - o All County vehicles are subject to the installation of vehicle tracking systems and may include video recording devices. These systems are in place to promote safety, accountability, and proper use of county resources. Any violations of safety protocols or misuse of county vehicles will be subject to disciplinary action following review by the appropriate department director and/or the Safety Action Committee.
 - o To ensure timely response to callouts, employees in an on-call status are permitted to use county vehicles for limited personal use, as long as they remain available to respond within 30 minutes. This use must be reasonable and not interfere with the employee's ability to perform their duties.
 - o Employees must maintain a valid driver's license and be in good standing, with no major violations, while using a county vehicle.
 - **Vehicle Maintenance and Care:** Employees authorized to take home county vehicles are responsible for the upkeep and cleanliness of the vehicle. Regular maintenance and service schedules must be adhered to as per the vehicle manual. Any damage or mechanical issues should be reported immediately to the Fleet Services Superintendent and Operations Manager.
 - **Insurance and Liability:** The county's insurance will cover all vehicles taken home by employees. Employees are expected to notify their supervisor of any accidents or incidents involving the county vehicle.
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3. Vehicle Fleet Replacement Schedule:

The following vehicle and equipment classes will be replaced based on either the first threshold reached for mileage, age, or hours, as detailed below:

Vehicle/Equipment Class	Miles/Hours Replacement	Age Replacement	Notes
Fire Engine	125,000 miles	15 years (NFPA 1901)	Move to reserve until 20 years
Tanker	125,000 miles	25 years	Refurb or replace
Ladder Truck	125,000 miles	20 years	Move to reserve until 25 years (refurb or replace)
Compact Sedan	150,000 miles	7 years	–
SUV (All Sizes)	150,000 miles	7 years	–
Pick-Up Truck	150,000 miles	10 years	–
Passenger Van	150,000 miles	10 years	–
Dump Truck	150,000 miles	12 years	–
Utility Truck	150,000 miles	12 years	–
Tractors	7,500 hours	10 years	–
Earth Grading Equipment	6,000 hours	10 years	–
PLC Equipment (Paving, Loading, Compaction)	6,000 hours	10 years	–
Med Unit – Chassis	175,000 miles	5 years	–
Med Unit – Box	–	15 years	–
Command Vehicles	150,000 miles	7 years	

- **First Threshold:** The vehicle or equipment will be replaced once it reaches the first of either the mileage, age, or hours threshold listed above. This will ensure that the fleet remains in optimal working condition, preventing downtime and excessive maintenance costs due to normal wear and tear.
- **Exceptions:** Special circumstances may be considered on a case-by-case basis if a vehicle or piece of equipment is still in good working condition but has reached the mileage or age limits. A detailed evaluation will be conducted to determine if the asset can continue to meet operational needs safely.
- **Fleet Review:** The Fleet Services Superintendent and Operations Manager will conduct an annual review of all vehicles and equipment in the fleet to assess their condition based on mileage, age, and hours of operation. Vehicles or equipment found to be in poor condition will be recommended for replacement or decommissioning.

4. Vehicle Assignment and Use:

- Vehicles will be assigned based on operational need, with priority given to essential functions. Personal use of county vehicles is prohibited, except where specifically authorized under the take-home vehicle policy.
 - Non-county employees are not covered under the County's insurance policy. Employees are prohibited from allowing unauthorized individuals to occupy or operate county vehicles or equipment. Unauthorized individuals include anyone not employed by the county or conducting official business on behalf of the county.
 - All vehicles must be used in accordance with local, state, and federal laws and regulations.
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5. Restrictions Based on Driving Record:

Employees may be restricted from operating county vehicles or equipment if they accumulate more than 5 points on their Motor Vehicle Record (MVR) within a 1-year period. A review of the employee's MVR will be conducted annually, and employees who exceed the threshold may face suspension of their privileges to operate county vehicles or equipment, subject to review by the employee's Department Director and Human Resources.

6. Take-Home Vehicle as a Benefit and Taxation:

Take-home vehicles are considered a privilege and part of the employee's benefit package. As such, the value of this benefit may be subject to income tax in accordance with IRS regulations. Employees are advised to consult with the Human Resources department or a tax professional for guidance on any potential tax implications associated with the use of county vehicles.

7. Vehicle and Equipment Disposal:

- When a vehicle or piece of heavy equipment reaches the mileage, age, or hours limit outlined in this policy, it will be removed from service and disposed of in accordance with Habersham County's surplus property procedures.
 - Vehicles and equipment that are no longer functional or cost-effective to maintain may be sold, auctioned, or scrapped based on county policy.
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8. Reporting and Documentation:

Employees must report any vehicle-related incidents, damage, or mechanical issues immediately to their supervisor or the Fleet Services Operations Manager. All vehicles and equipment must undergo regular inspections and maintenance, with documentation of all service and repairs maintained in the Fleet Management System (Fleet Mate).

9. Policy Review and Updates:

This policy will be reviewed annually, and any necessary updates will be made to ensure its continued relevance and effectiveness. Changes to the policy may be implemented based on evolving needs, technological advances, or budgetary constraints.

Approved By:

Tim Sims

Habersham County Manager

[Date]

Unit Number	Year	Make	Model	VIN	3-year Maint. Cost
901	2001	Ford	Ranger	1FTYR14U31TA53593	\$ 5,014.23
6215	1998	Ford	F-150	1FTZF18W2WNA37566	\$ 3,871.38
6218	2000	Ford	F-150	1FTRF17W00YNC11185	\$ 1,469.22
6220	2000	Ford	F-150	1FTR17W7YNC11183	\$ 2,790.09
6221	1995	Chevy	1-Ton	1GCHK34N4SE123651	\$ 603.22
6227	2010	Ford	F-150	1FTMF1CW5AFC53898	\$ 4,922.13
6326	2006	Ford	F-350	1FDWF37PX6EA41255	\$ 9,251.40
6610	1999	Ford	F-450	1FDXF46FXXED43245	\$ 7,263.03

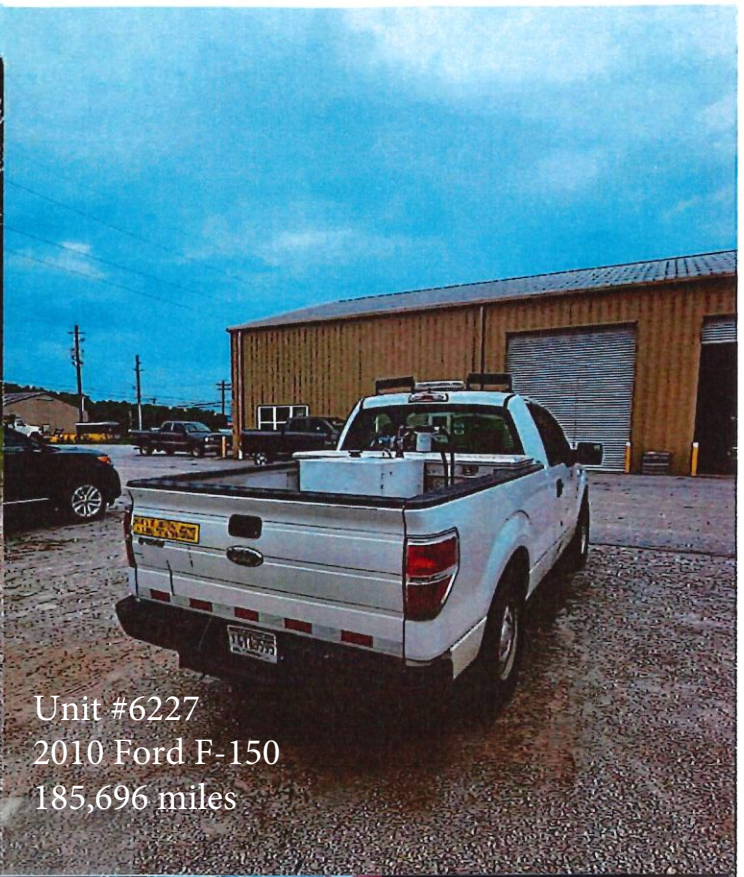
3-year Maint. Man Hours	Miles
133.5	148804
96.25	203711
30.25	174170
51	214636
4.5	175325
59.25	185696
137.5	187136
54.5	55404

Road Dept. Vehicle List

Issues	Replacement =>
Exceeds County Policy	Replacement =>
Exceeds County Policy	Replacement =>
Exceeds County Policy/ Burns & leaks oil/ Interior is torn up	Replacement =>
Exceeds County Policy/ Gear Shift inoperable/ No A/C/ Interior is torn up	Replacement =>
Exceeds County Policy	Replacement =>
Exceeds County Policy/ Engine misfire/ Leaks oil/ Interior torn up	Replacement =>
Exceeds County Policy/ Starting system malfunctioning	Replacement =>
Exceeds County Policy/Blower motor, turn signals, Instrument panel inoperable	Replacement =>

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Unit Number	Year	Make	Model	VIN
N/A	N/A	N/A	N/A	N/A
6238	2025	GMC	2500	1GT1ULE7X5F215174
6236	2020	Ford	F-150	1FTMF1EBXLFC11157
6975	2013	Ford	F-150	1FTFW1EF2DKF15359
6239	2025	GMC	2500	1GT1ULE7X5F215399
6241	2025	Chevy	2500	N/A Inbound
6242	2025	Chevy	2500	N/A Inbound
1301	2020	Ford	F-450	



Unit #6227
2010 Ford F-150
185,696 miles





Unit #6218
2000 Ford F-150
174,170 miles



Unit #6220
2000 Ford F-150
214,636 miles