

ACQUISITION OF FOUR WHEEL DRIVE VEHICLE POLICY

PURPOSE:

To establish uniform policy and procedure for the acquisition and application of four wheel drive vehicles. This policy is intended to reduce the number of four wheel drive vehicles in the County's fleet to the extent that only justified driving applications will be eligible for four wheel drive vehicles.

POLICY:

All purchases of four wheel drive vehicles (both replacement vehicles and fleet additions) must be approved by the Fleet Management Review Board ("FMRB").

Four wheel drive vehicles can only be justified when the *primary and/or critical* assignment of the vehicles is to:

- Operate on unimproved roads
- Operate off-road
- For immediate response in severe weather conditions
- Heavy duty applications where ground clearance and traction are needed

Driving in inclement weather on improved roads is not justification for four wheel drive vehicles. Tire chains will be provided by Equipment Services where travel in inclement weather is required.

In the event where short term use of four wheel drive vehicles is necessary for the performance of job requirements, Equipment Services will maintain a limited "motor pool" of four wheel drive vehicles. If there are no four wheel drive vehicles available in the motor pool, arrangements will be made with vehicle rental agencies to provide such transportation.

Appeals Process

Any department or organization effected by this policy which is requesting the assignment of a four wheel drive vehicle will be given the opportunity to present the request and the justification to the Board. If the request is denied by the FMRB, an appeal may be directed to the County Administrator whose decision will be final.