

**POLICY AND PROCEDURES
LAKE ROYALE POA MOTOR VEHICLE FLEET**

1. **GENERAL:** The purpose of this document is to establish the policy and procedures for managing the Lake Royale POA Motor Vehicle Fleet.

2. **RESPONSIBILITY:** The Lake Royale POA General Manager, in conjunction with the Chief of the Lake Royale Company Police, is responsible for managing all aspects of the Lake Royale POA Motor Vehicle Fleet. The Lake Royale POA General Manager may delegate to a member of his staff responsibility for implementing this Policy and Procedures Document.

3. **CONCEPT:** In order to ensure that all Lake Royale POA Motor Vehicles (including Maintenance Department specific equipment) are appropriately maintained, the General Manager will designate a POA employee as Motor Vehicle Fleet Manager (MVFM). This individual will have the following responsibilities:
 - Obtain for all vehicles the appropriate manuals containing recommended services.
 - Establish and implement a program to ensure that all motor vehicles (including Maintenance specific equipment) are serviced and maintained according to the prescribed schedules.
 - Provide the Finance Committee, through the General Manager, a quarterly report (starting July 1, 2009) for all POA owned wheeled vehicles and motorized maintenance equipment that includes a summary of miles driven for the quarter and the total mileage to date of the vehicles, plus unusual events such as (but not limited to) major repairs and/or vehicle damage.
 - Develop a plan for replacement and new acquisition of POA owned vehicles and motorized maintenance equipment. Submit the plan to the POA Finance Committee on a semi annual basis. The first plan should be submitted on or about 1 September 2009.
 - Designate an individual who will be responsible for executing the plan in the absence of the MVFM.

4. **COORDINATION:** All Departments will:
 - Submit to the MVFM each Tuesday morning a report of the total mileage and any anomalies for each vehicle and piece of motorized maintenance equipment, under their responsibility, in the POA Motor Vehicle fleet. The report may be submitted electronically.
 - In the event that a holiday falls on Tuesday, reports will be submitted on the next working day.
 - The MVFM will coordinate with all departments in advance to pick up vehicles and accomplish required maintenance/services.

5. **ADDITIONAL RESPONSIBILITIES:**
 - The MVFM will on a semi-annual basis submit to the Finance Committee through the POA General Manager recommendations related to management of the POA motor vehicle fleet. Recommendations may address issues such as bulk buying, the potential for accomplishing “in house” services for purpose of economies, and this Policies and Procedures Document.
 - Drivers of individual vehicles are charged with the responsibility of reporting vehicle anomalies to the MVFM. These include but are not limited to unusual noises, vehicle handling problems, tire wear, fluid leaks, damage, etc.
 - Drivers will perform a weekly vehicle check as specified by the MVFM.