



Fleet Management Policy

Agency Contact

Facilities and Fleet Manager

Purpose

The Idaho Department of Lands (IDL) is committed to providing our employees with safe and reliable transportation to meet the needs of varied working conditions as well as peak seasonal use requirements. Within the constraints of available funding and legislative direction, IDL intends to maintain all vehicles and equipment in excellent working condition, and this policy ensures that equipment is replaced at appropriate intervals while striving to control acquisition and maintenance costs. The agency will seek to minimize the total cost of the vehicle over its lifespan after consideration of employee safety, efficiency, capital cost, disposal value, warranty, repairs, routine maintenance, and other operating expenses.

Applicability

This policy pertains to managing the fleet of on-road vehicles and fire apparatus.

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1. Associated Policies

- A. Department Policy 317: Driving Policy
- B. Department Policy 619: Off-highway Vehicle Management and Use
- C. Fire Management Handbook, FMH 842: Vehicle and Equipment Rental Rates

2. Definitions

None

3. Policy

Appendix A has contact information for the Fleet Manager, Financial Specialist Sr., Senior Buyer, and Buyer referenced in this policy.

A. Fleet Management

1. The motor vehicle fleet will be managed within a LUMA Asset Module. Vehicle records include vehicle description, tag number, license plate number, mileage, location, purchase price, VIN number, and owning LUMA coding. The LUMA Asset Module will be the official record for IDL vehicles.
2. Vehicles acquired or transferred as of the date of this policy will be named according to the naming convention in the Fleet Management Procedure document.
3. Vehicle mileage must be entered into the LUMA Asset Module system annually.
4. Area Managers, Operations Chiefs, and Bureau Chiefs will monitor the fleet within their area of responsibility to help keep overall fleet size and expense to the level necessary to accomplish their respective missions.
5. This policy may not address all possible situations, and unique circumstances will arise. The Fleet Manager, residing in the Operations Division, will work with the respective Operations Chief, Area Manager, or Bureau Chief to identify solutions for circumstances not specifically covered by this policy.
6. Area and Bureau staff shall track maintenance costs and mileage for all assigned vehicles in accordance with Fire Management Handbook 842.
7. The Fleet Manager working in cooperation with Operations Chiefs, Area Managers, and Bureau Chiefs, may exchange vehicles within and/or between locations where needed to balance annual mileage accrual. This should be applied carefully to maintain equity of new vehicles at various Area offices. Similarly, primary vehicles with rapid mileage accrual may be transferred to secondary vehicle use to replace older model year vehicles.
8. The Fleet Manager or their stated designee will be responsible for maintaining a list of X-vehicle transfer needs and will facilitate the transfer of X-vehicles.
9. The Financial Executive Officer has established a timetable of fleet processes and published a schedule of key dates (Appendix B).

10. The Buyer, residing on the Fiscal team, is responsible for acquisition of fleet vehicles.
11. The Senior Buyer, residing on the Fiscal team, is responsible for disposal of fleet vehicles.
12. The Financial Specialist, Sr., residing on the Fiscal team, is responsible for the following:
 - a. Maintaining vehicle data in the LUMA Asset Module.
 - b. Obtaining and distributing plates, tags, and titles on a timely basis.
 - c. Ensuring that vehicle information is current for insurance purposes and that fleet vehicle data is consistent with the LUMA Asset Module.
 - d. Administering WEX fuel cards.
13. For internal controls and to manage workload, some duties may be assigned to other staff members on the Fiscal team.

B. Standard Vehicle Configuration

Department vehicles are divided into "classes" by vehicle type and use and shall be ordered by class. Primary vehicles are used on a frequent basis and replaced with new equipment on an established schedule. Secondary vehicles (X-vehicles) have lower use or seasonal use and are replaced with a used primary vehicle.

Class I Primary Field Vehicle (on-road 1/2-ton)

The standard configuration is a 1/2-ton extended cab, short, standard or long-box 4x4 with automatic transmission, 10-ply tires, and the standard eight-cylinder engine if available for the manufacturer. Field vehicle motors will have a minimum rating of 360 horsepower and 450-foot pounds of torque.

Class II Primary Field Vehicle (on-road 3/4-ton)

The standard configuration is a 3/4-ton extended cab, short, standard or long-box 4x4 with automatic transmission, 10-ply tires, and the standard eight-cylinder engine if available for the manufacturer. Optionally, a 3/4-ton crew cab, short, standard or long-box 4x4 with automatic transmission and 10-ply tires may be requested to meet crew transport needs and the ongoing need for future replacement secondary vehicles for seasonal crew transport within an Area's allowed number of secondary vehicles. Field vehicle motors will have a minimum rating of 360 horsepower and 450-foot pounds of torque.

Class III Primary Field Vehicle (on-road 1-ton)

The standard configuration is a 1-ton extended cab long-box 4x4 with automatic transmission, 10-ply tires, and the standard eight-cylinder engine if available for the manufacturer. Field vehicle motors will have a minimum rating of 360 horsepower and 450-foot pounds of torque.

Class III primary field vehicles could be used to meet the ongoing need for replacement secondary vehicles for seasonal crew transport within an Area's allowed number of secondary vehicles.

Class IV Primary Administrative Vehicle

(on-road passenger vehicles 1/2-ton or less)

This class of vehicles would include passenger vehicles, such as sedans, minivans, and small/medium/large sport utility vehicles, typically capable of transporting four to seven passengers. Because this class encompasses a wide range of vehicles and options, this policy will not specify a standard configuration. Sport utility vehicles will be four-wheel/all-wheel drive. Vehicles would typically be purchased from standard factory configurations for the class of vehicle.

When ordering a Class IV vehicle, select one of the following options on the Capital Outlay Replacement Vehicle Order Form:

- Select either small, medium, or large SUV, sedan, or minivan.
- Select yes or no for optional VHF 2-way radio.

CLASS V Specialty Use Vehicle (Tech Services and Command Vehicles)

When ordering a Class V vehicle, select either Tech Services or Command from the Capital Outlay Replacement Vehicle Order Form. The Buyer will contact the ordering party for specific needs before placing the final order. Command vehicle motors will have a minimum rating of 360 horsepower and 450-foot pounds of torque.

CLASS VII Fire Apparatus (on/off-road 1-ton and over)

When ordering a Class VII vehicle, enter the size, cab, and box configuration in the text box provided for Class VII (e.g., Type 5/crew cab/service body).

Equipment and Accessories

When ordering Class I, II, or III field vehicles, users must select vehicle class; long, standard, or short box; optional VHF 2-way radio; and standard, extended or crew cab.

Field and administrative vehicles will be ordered with the following equipment:

- Automatic transmission
- Standard engine
- Four-wheel drive/all-wheel drive
- Air conditioning
- Cruise control
- Intermittent wipers
- Rear window defrost
- Power windows/door locks
- Audio system
- Skid plates (tow package equipped vehicles only)
- Bluetooth capability (provided that it allows for hands-free phone use and provided such phone use is consistent with the IDL driving policy)
- Trailer towing package including factory-installed trailer brake control and Class V hitch (Field and SUV vehicles only)

In addition to the above listed equipment, Class V Special Use Vehicles will be ordered with following equipment:

- Command Vehicles
 - Reverse assist
 - Trailer tow package (Class IV hitch)
 - Extended range fuel tank
 - Manual folding, heated, power glass trailer tow mirrors
 - Fog lamps
 - LED sideview mirror spotlights
 - Rear window fixed privacy glass
 - Onboard 400W outlet
 - Off-road package
- Tech Services Vehicles
 - 400W in-cab & in-bed outlets
 - Hard folding pickup box cover

All accessories purchased for a fleet vehicle will be charged to the appropriate Area, Bureau, or Program accounting code unless the item will remain on the vehicle at the time of sale or transfer. Examples of accessories that could be charged to an Area or Bureau accounting code include: seat covers, brush guard, toolboxes, CB radio, tire chains, tow straps, jumper cables, floor mats, and first aid kits.

C. Vehicle Replacement Schedule

Replacement standards are as follows:

Primary Field Vehicles

Primary field vehicles are expected to have average use of 10,000 miles/year, with a significant portion of the mileage accrued in off-highway situations. While exceptions may be approved where annual mileage accrual is higher, a budget request for a replacement vehicle can be submitted as follows:

Class of Vehicle	Mileage for Budget Request	Mileage at Replacement
Class I (on-road 1/2-ton)	at least 80,000 miles	approximately 90,000
Class II (on-road 3/4-ton)	at least 90,000 miles	approximately 100,000
Class III (on-road 1-ton)	at least 100,000 miles	approximately 110,000
Class V (specialty vehicles)	at least 80,000 miles	approximately 90,000

Primary Administrative Vehicles: Class IV

Class IV primary administrative vehicles (typically sedans and SUVs) are expected to have an average use of 10,000 miles/year, with a significant portion of the mileage accrued in on-highway situations.

Class of Vehicle	Mileage for Budget Request	Mileage at Replacement
Class IV Passenger Vehicles (on-road 1/2-ton or less)	at least 90,000 miles	approximately 100,000

Secondary Field Vehicles (X-Vehicles): Class VI (on-road 1/2- to 1-ton)

The agency has a significant need for additional vehicles to transport temporary employees for project work and for situational use, such as fire dispatches where the vehicle must leave the Area for an extended time. The number of secondary vehicles allowed at each Area office will be established by the Area Manager based on current needs.

As primary vehicles are replaced at the intervals described in this policy, the primary vehicle may be retained and converted to a secondary vehicle for a period of up to three years or 30,000 miles. Maintenance costs can be expected to increase as vehicles age and accrue additional miles; therefore, the number of secondary vehicles in the fleet should be the minimum number necessary for effective operations.

Fire Apparatus: Class VII (on/off-road 1-ton and over)

To meet fire protection responsibilities, IDL must maintain fire engines at each Forest Protective District. These vehicles will not be subject to the same replacement schedules as other IDL vehicles. Fire engines have an established 10-year replacement schedule. Replacement will be based on each vehicle's operating condition, operational safety, maintenance expenses, and ongoing effectiveness as a suppression resource.

Deviations from the Replacement Schedule

The replacement schedule includes approximate vehicle replacement mileage recognizing that there is an 18-month delay between the budget request and the vehicle replacement. While the Fleet Manager, Operations Chiefs, Bureau Chiefs, and Area Managers should strive to adhere to the replacement schedule, this policy acknowledges that there may be minor departures from the schedule given the number of vehicles managed, the variable annual mileage accrual, and the delay described above.

Deviations from the replacement schedule may also include vehicles with significant and/or persistent maintenance issues. When requesting a replacement for a vehicle that has not met the replacement threshold described in Section C of this document, the requesting party must provide the rationale for the request on the Vehicle Replacement Order Form (i.e. vehicle is a lemon and is incurring significant repair/maintenance costs). The Fleet Manager, Operations Chiefs, Bureau Chiefs, and Area Managers should consider the best long-term use of funds and the best interest of the State when considering the timing of replacement of problematic vehicles.

Upgrades of Class and Deviations from Standard Configuration

Any upgrade of class, such as from Class I to Class II, or any deviation from the standard vehicle configuration must be approved by the Area Manager, Operations Chief, and Bureau Chief (bureau vehicles). An upgrade must be based on the need for greater capability, such as towing capacity or payload.

D. Vehicle Purchases

1. Budget requests for replacement vehicles will follow the replacement schedule described in this policy Section C. Replacement requests will be made through the department replacement request process.
2. All vehicles will be purchased through Fiscal and coordinated by the Buyer. Vehicle orders must adhere to the timeline established by the Financial Executive Officer (Appendix B).
3. All requests for additional vehicles must be approved through the agency's budget enhancement request process.
4. A FAS 35 form is required for all new vehicles and equipment. See the Fleet Management Procedure.

E. Fuel Purchases

1. Purchase of fuel should be made through the vehicle WEX fuel card. All required coding and accounting are automatically completed for the user when the fuel card is entered at the pump.
2. P-cards are to be used for fuel only when necessary, such as failure of the fuel card or for a rental vehicle.
3. If fuel for an item on the LUMA Asset Module is purchased by other means (e.g., invoice, personal purchase to be reimbursed), then the coding must be as follows:
 - a. Area or Bureau accounting code.
 - b. Tag/Property number of item for which fuel is being purchased must be identified.
4. Vehicle WEX fuel cards may be used to purchase fuel for ATVs, snowmobiles, chain saws, etc. Using vehicle fuel cards for this purpose reduces the need for additional fuel credit cards.

F. Maintenance and Repair of Equipment

1. The repair and maintenance program is intended to keep all equipment in a safe and fully operational condition and to dispose of equipment in the same condition as when it was acquired, less normal wear and tear. The respective Area Manager or Bureau Chief will be responsible for ensuring that staff members who operate vehicles are completing maintenance on schedule and providing the appropriate documentation in accordance with Fire Management Handbook 842 for tracking purposes. Detailed guidelines for maintenance of equipment are provided in Appendix C.
2. Department vehicles should be kept clean, inside and out, as appropriate for the conditions of use. For example, use of vehicles during wet/muddy/winter conditions would require washing the vehicle only when it is logical to do so. When conditions allow, IDL vehicles should have a clean and well-maintained appearance. Assigned users are responsible for vehicle maintenance and cleanliness. Where vehicles have multiple users, such as staff office vehicles, each user shall ensure the vehicle is clean, fueled, and ready for the next use.

3. When a vehicle is prepared for disposal or transfer to another program, the following items will be completed and are the responsibility of the transferring or disposing party:
 - a. Any known mechanical issues will be repaired prior to transfer. Vehicles known to have significant mechanical issues should not be transferred to another division or program for continued use.
 - b. The glass will be free of cracks.
 - c. Oil will be changed, and other service completed within the mileage recommended in the vehicle's owner's manual if it is in the best interest of the agency.
 - d. The vehicle will be cleaned both inside and outside. This will assist IDL in recovering the highest disposal value and/or minimize the amount of time needed by the new user to place the vehicle back in service.

G. Vehicle Damage Reporting and Repair

1. Any physical damage to a state vehicle, even without another vehicle involved, requires an accident report. Find the form in the Auto Accident Report Guide located on SharePoint's Fiscal site on the Vehicle Information tab.
2. Accident reports will be submitted to the Safety Officer and Financial Specialist, Sr. within three working days of any accident. The processing of the accident report should not be delayed because of the inability to obtain a police report. The police report can be forwarded later.
3. Upon receipt of the accident report, the Financial Specialist, Sr. will determine if the accident is to be reported to Risk Management. Normally, accidents which result in over \$1,000 damage to IDL property, or damage to property owned by others, will be reported to Risk Management.
 - a. If Risk Management takes responsibility for the case, the Area or Bureau is responsible for obtaining two repair estimates.
 - b. If Risk Management or other insurance company does not take responsibility for the case, and the repairs are less than \$1,000, the responsible Area or Bureau may have the repairs completed by any qualified vendor. The responsible Area or Bureau will be responsible for the repair charges. Class VI secondary field vehicles (X-vehicles) carry liability insurance only and do not carry comprehensive insurance.
4. All repair costs will be charged to the Area, Bureau, or Program accounting code based on where the vehicle is assigned.

H. Equipment Transfers

1. Programs or Areas that need a vehicle transferred to them will contact the Fleet Manager with their specific need. The Fleet Manager will coordinate with the Senior Buyer to facilitate the transfer as vehicles become available.
2. Once a vehicle has met the threshold for replacement and the responsible Area Manager or Bureau Chief has determined that the vehicle will be transferred or disposed of, refer to the Fleet Management Procedure for required actions.

3. Vehicles eligible for transfer will be available for inter-agency transfer or to another agency for 45 days.
4. Remove WEX fuel cards, door stickers, and VHF 2-way radio from vehicles that will be sold or transferred to another agency. WEX fuel cards, door stickers, and VHF 2-way radio should remain with vehicles that are transferred to another program within the agency.
5. Remove license plates and registration at the time of transfer to another agency or auction house.

I. Disposal Process

1. If the disposing party determines that a vehicle is a poor candidate for transfer and it is in the best interest of the IDL to dispose of the vehicle, refer to the Fleet Management Procedure for required actions.
2. All vehicles will be disposed of in accordance with state guidelines as determined by the Board of Examiners. Equipment may be sold to other government agencies, sold at auction, or by any other means which will maximize the return to IDL while maintaining compliance with state standards. Disposals will be coordinated through the Senior Buyer.

4. Procedures

Located on [SharePoint's Policies page](#):

- Fleet Management Procedure

Located on [SharePoint's Fiscal vehicle information page](#):

- Form: Auto Accident Report Guide
- Vehicle Accidents: What Steps Do I Take After an Accident?

Located on [SharePoint's Fiscal budget request page](#):

- Capital Outlay Replacement Vehicle Order Form
- Quick Guide for Vehicle Replacement Order Form (Non-Fire Engines)
- Instructions for Completing the Vehicle Replacement Order Form (Non-Fire Engines)
- Instructions for Completing the Vehicle Replacement Order Form (Fire Engines Only)
- Vehicle Replacement Ordering Process

5. Exception Authorization

None

6. Revision History

09/29/2017	New department policy.
01/01/2019	Version 2.0, vehicle operation section moved to the new IDL Driving Policy.
10/01/2023	Version 2.1, renumbered from Policy #16 to #616 and reformatted.
01/16/2025	Version 3.0, established timeline and responsibilities, changed ordering process, modified vehicle classes, and updated financial coding to reflect LUMA requirements.

7. Implementation

This policy revision is effective immediately and will remain in effect for five years unless amended, replaced, or rescinded prior to expiration.

All appendices of this policy may be updated without Director approval.



DUSTIN T. MILLER
Director

January 16, 2025

Date

Appendix A: Fleet Management Contact Information

Fleet Manager

Derrick Reeves
dreeves@idl.idaho.gov
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Financial Specialist, Sr.

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Senior Buyer

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Buyer

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Appendix B: Timeline

- March 1 Submission period for replacement vehicle requests opens.
- March 31 Submission period for replacement vehicle requests closes.
- May 31 Capital outlay tracking log is created by Financial Specialist, Sr.
- June 5 Financial Specialist, Sr. delivers capital outlay tracking log to Buyer.
- July 1 Buyer begins ordering based on based on manufacturer's ordering window.
- July 15 Buyer sends chrome report to ordering party and Fleet Manager for approval.

Appendix C: Vehicle Care and Maintenance

A. Drivers shall perform routine vehicle care:

1. Keep the vehicle exterior clean and the vehicle interior clean and free of trash.
2. Look at the tires daily and check air pressure monthly.
 - a. Do not exceed the maximum load rating of the tires as marked on the tire sidewall.
 - b. Follow the loading instructions of the vehicle manufacturer to ensure that the tires are not overloaded. This information is found on the driver's doorpost or door of the vehicle. Tires which are loaded beyond their maximum allowable loads for the particular application will build up excessive heat that may result in sudden tire destruction.
3. Regularly check oil and fluid levels subject to the driver's automotive knowledge and capabilities.
4. Regularly look under the vehicle for fluid leaks.
5. Check the vehicle frequently for body damage and promptly report any damage.
6. Regularly confirm that all vehicle lights are operational.

B. Lube, Oil, and Filter Service

1. All vehicles will be serviced according to the recommended oil change schedule in the vehicle's owner's manual.
2. The lube, oil, and filter service will consist of the following:
 - a. Complete oil and oil filter change. Some newer model vehicles recommend a longer period between oil changes, and this is acceptable. The owner's manual should be followed; oil changes should be completed as prescribed in the manual for specific driving conditions.
 - b. Check and fill all liquids (auto transmission, differential, master cylinder, power steering, windshield washer, radiator, etc.).
 - c. Check all tires for air pressure and wear.
 - d. Inspect underside of vehicle and engine area for damage and leaks.
 - e. Inspect CV joints and boots for wear and damage (including universal joints if so equipped).
 - f. Complete chassis lube where applicable.
 - g. Inspect all belts and hoses for damage, deterioration, wear, and proper adjustment. Replace as necessary.
 - h. Inspect air filter. DO NOT BLOW DUST/DIRT OUT OF AIR FILTER. Replace as necessary.
 - i. Inspect wiper blades. Replace as necessary.

C. 30,000 Mile Service Interval

All vehicles will be professionally serviced every 30,000 miles. This service will consist of all items on the lube, oil, and filter service plus any preventative maintenance items recommended in the owner's manual.

D. General Service Requirements

All vehicle service intervals should follow manufacturer recommendations.

Where practical, any vehicle under factory warranty should be serviced at the appropriate dealer service department.

Service within 15,000 miles of the vehicle's scheduled replacement should be carefully evaluated according to safety, cost, and operational efficiency