



Policy Name: Fleet and Equipment Replacement & Maintenance

Category: Public Works Operations

Policy No. PW-1003

Corresponding Procedure No. Not Applicable

Approved: September 14, 2021

Resolution No.: 316-2021

Effective Date: September 14, 2021

Next Review Date: TBD

Supersedes Policy No. - Vehicle Maintenance and Replacement, effective March 2001.

POLICY STATEMENT:

To manage Clearwater County’s fleet in a cost-effective manner meeting all legislative requirements, as well as to provide a replacement procedure for vehicles and equipment.

DEFINITIONS:

“County” means Clearwater County.

“Equipment” means any licensed or unlicensed motorized or non-motorized machinery, tool(s), and/or trailers that are owned, rented, or leased by the County.

“Fleet and Equipment Management Plan” means an approved document, initiated by Clearwater County Council, which is a framework from which Clearwater County can draw from to apply current day best management practices to Clearwater County’s fleet and equipment with respect to legislative requirements, safety, general maintenance, replacement, purchasing and disbursement.

“Procurement” means the act of obtaining equipment, materials or supplies.

“Vehicle” means any licensed motor vehicle that is used to carry people and/or goods from one place to another that is owned, rented, or leased by the County.

PURPOSE:

Council desires the implementation of a financially responsible and compliant approach for the provision, management, and maintenance of Clearwater County fleet and equipment.

PRINCIPLES:

1. To ensure a Fleet and Equipment Management Plan is developed and maintained to establish a financially responsible and compliant approach to managing the fleet and equipment in order to meet Clearwater County’s service levels.
2. To ensure all vehicles and equipment will be properly serviced and maintained per Clearwater County’s Fleet and Equipment Management Plan.
3. To ensure all vehicles and equipment will be properly serviced and maintained by the Public Works Department in accordance with the

	<p>original equipment manufacturer’s suggested maintenance procedures to ensure warranty compliance and to ensure longevity of the equipment.</p> <p>4. To ensure the Public Works Department will keep records regarding mileage, engine hours, maintenance costs, and repairs applicable.</p> <p>5. To ensure department Directors, or their designate, will assign vehicles to their staff and reassign vehicles, as necessary, to maximize the use and the efficiency of the fleet.</p> <p>6. To ensure the Public Works Department is maintaining fleet and equipment in-house where possible. Under certain circumstances, there is a requirement to out-source certain repairs due to limited personnel, required specialized tools, shop space, physical size of equipment or time constraints.</p> <p>7. To ensure vehicles and equipment will be replaced and disposed of under the replacement and disposal guidelines outlined in Clearwater County’s Fleet and Equipment Management Plan.</p> <p>8. To ensure the Director, Public Works Operations, or his or her designate, will include funds in the County capital budget for vehicle and equipment replacements.</p> <p>9. To ensure that all commercial vehicles registered to Clearwater County (commercial vehicles registered solely or in combination for more than 11,794kgs. Including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps, and boosters) are routinely inspected as required by Alberta’s Commercial Vehicle Safety Regulation (AR 121/2009), Alberta’s Vehicle Inspection Regulation (AR 211/2006) and Schedule 1 of the National Safety Code (NSC) Standard 13 Part 2 (Daily Trip Inspection) outlined in Clearwater County’s Fleet and Equipment Management Plan.</p> <p>10. To ensure that Clearwater County has a transparent, honest, and fair process for awarding equipment Tenders.</p> <p>11. To ensure that Clearwater County procures equipment in a manner that meets the requirements associated with applicable provincially signed trade agreements. Procurement procedures and associated thresholds must be in compliance with the New West Partnership Trade Agreement (NWPTA) and Canadian Free Trade Agreement (CFTA).</p>
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<p>LEGISLATION:</p> <p><input checked="" type="checkbox"/> Provincial Act(s)</p> <p><input checked="" type="checkbox"/> Provincial Regulation(s)</p> <p><input checked="" type="checkbox"/> Council Resolution</p> <p><input type="checkbox"/> Other</p>	<p>Cross Reference:</p> <p>Clearwater County Fleet and Equipment Management Plan</p> <p>New West Partnership Trader Agreement (NWPTA)</p> <p>Canadian Free Trade Agreement (CFTA)</p> <p>Traffic Safety Act</p> <p>Occupational Health and Safety Act</p>	<p>Position Responsible for Policy:</p> <p>Council</p> <p>CAO</p> <p>Director, Public Works Operations</p>
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Revision History

Version	Date of Change	Description