

EXECUTIVE ORDER NO. 5-93

OFFICE OF FLEET MANAGEMENT

WHEREAS, the City of Philadelphia's fleet of motor vehicles and equipment represents a substantial investment of City funds and is one of the most visible aspects of its operation; and

WHEREAS, to assure the efficient purchasing, usage, maintenance, and disposal of City vehicles, it is necessary to manage more effectively these various activities of fleet management;

NOW, THEREFORE, I, Edward G. Rendell, Mayor of the City of Philadelphia, by the power vested in me in accordance with Section 3-100(h) of the Philadelphia Home Rule Charter, do hereby order as follows:

SECTION 1. ESTABLISHMENT OF THE OFFICE OF FLEET MANAGEMENT

The Office of Fleet Management (the "Office") is hereby established. Until further notice, the Office shall be part of the Mayor's Office and shall report initially to the Deputy Mayor for Management and Productivity; ultimately, the Office will be transferred to the Managing Director's Office. All City personnel responsible for specifying, repairing, and retiring City vehicles, and all other related fleet-administration activities, shall report to the Office, effective immediately. Such personnel shall be officially transferred to the Office, effective July 1, 1993.

SECTION 2. PURPOSES

The purposes of the Office shall include the following:

1. Fleet Management Review. Implement the recommendations from the Mayor's Private Sector Task Force on Fleet Management and Productivity through central management of and accountability for fleet activities.
2. Planning. The Office shall be responsible for planning, developing, and implementing procedures to provide safe and reliable equipment, in compliance with all applicable federal, state, and City laws and regulations.
3. Fleet Automation Management Information System. The Office shall develop and establish policies and procedures

for the accumulation and access of all fleet data, records, reports, inventories, repair facilities, and such other information as may be required to ensure efficient management of City-owned vehicles.

4. Service. The Office shall:

a. Improve fleet service to operating departments and meet their needs for mission-essential vehicles and equipment; and

b. Develop maintenance and contingency plans to provide availability of vehicles targeted as critical/priority.

SECTION 3. SCOPE OF OPERATIONS

The Office shall be responsible for:

1. Fleet sizing, assignment and use, and replacement criteria.
2. Design and equipment specifications.
3. Management and supervision, including training and evaluation of all fleet operation personnel.
4. Fleet performance measurements, policy and procedures, and evaluation of fleet operations.
5. Preventive, programmed, and predictive maintenance, vehicle repair, and parts activities.
6. Reliability and maintenance criteria.
7. Inventory levels for parts/materials, special tools, and equipment, and inventory control procedures.
8. Standardization of vehicular equipment and components, to include establishment of a City-wide "Pool."
9. Productivity improvements programs, "prototype," and demonstration projects that are in the best interests of the City.
10. Consolidation of fleet-related budget appropriations.
11. Fleet-related risk management activities, including a driver/operator training and safety review committee.

12. Establishment of a quarterly report on Fleet Management Performance Indicators.

13. Fuel consumption control.

SECTION 4. FLEET ADVISORY BOARD

A Fleet Advisory Board, chaired by the Fleet Manager, is hereby established. The Fleet Advisory Board shall consist of the Fleet Manager; the Managing Director; the Deputy Mayor for Management and Productivity; the Commissioners of the Departments of Streets, Police, Fire, Water, Prisons, Public Property, and Fairmount Park; and such other members as the Fleet Manager may wish to add from time to time.

SECTION 5. ACQUISITION AND DISPOSAL OF EQUIPMENT

The Office shall be responsible for the procurement and evaluation of vehicles, equipment, parts/materials, and supplies related to fleet operations, including:

1. Automotive procurement policies and practices.
2. Contract specifications, with written approval of the Procurement Department, and management.
3. Salvage and Auction activities.
4. Final approval of all fleet-related purchases.

SECTION 6. BUDGET AND REVIEW

In conjunction with the Finance Department, the Office shall establish a procedure for timely preparation and review of fleet operating budget and departmental requests for new or replacement vehicles.

SECTION 7. FACILITY AND MAINTENANCE PROGRAM REVIEW

1. Facility Management. The Office shall review and approve programs for vehicle storage, including plans to improve, relocate, consolidate, or decentralize such facilities and provide technical expertise to departments in designing and constructing vehicle storage, parking, or refueling locations.

2. Training Program Development. The Office shall establish criteria for automotive technicians and support personnel within the fleet operation, including tasks, standards, and evaluations.

3. Safety and Risk Management. The Office shall review driver/operator licensing, safety, training, and awards programs within each department and make recommendations to improve risk management activities relating to vehicles.

4. Inter-Departmental Coordination. The Office shall develop and implement measures to reduce fleet-related costs through resource sharing.

5. Operational Review. In conjunction with the Office of Management and Productivity and the Office of the Managing Director, the Office shall review all audit implementation plans related to fleet management and monitor audit recommendations made by the City Controller or any other governmental agency.

SECTION 8. DEPARTMENT RESPONSIBILITIES

1. Department Liaison. Each department or agency head shall designate an appropriate higher-level manager as liaison to the Office to ensure that centralized fleet-management activities reflect and are responsive to the operational needs of City government.

2. Department Plans. Each department or agency shall be responsible for an annual forecast of fleet requirements consistent with the City's Five-Year Financial Plan.

SECTION 9. EFFECTIVE DATE

This Executive Order shall take effect immediately.

DATE: April 6, 1993

BY: Edward G. Rendell
Edward G. Rendell
Mayor