

## New Bern Parks and Recreation FLEET MANAGEMENT PLAN

In the City of New Bern, the Garage Division is in the Public Works Department. This division provides central service and repair to all vehicles and equipment within the City of New Bern fleet. Through its employees and contracted services, this division works to ensure the equipment used in providing services to our customers, are kept in good mechanical repair and ready to perform. From passenger vehicles to heavy excavators and line trucks, each one is placed on a preventative maintenance/service schedule and prompt service and repair is provided to insure our employees, throughout the city, have the means to respond when called regardless of the time of day or weather conditions. This division also provides 24-hour central fueling services for city vehicles. A monthly fuel report is provided to the Director of Parks and Recreation for review.

New Bern Parks and Recreation works in conjunction with the Garage Division to make sure that all vehicles are safe and efficient for staff to use. Vehicle replacement is addressed through the Capital Improvement and annual Budget process.

Vehicles are inspected daily by staff prior to use. Any problems found are addressed immediately. Monthly service reminders are sent out by the Garage Division for general and routine maintenance.

When service or repair is needed for a vehicle, it is sent to the City Garage. Mechanics will diagnose the problem and fix on site or send out to an offsite specialist.

For equipment such as lawnmowers, mini-excavators, tractors and such, the Grounds Maintenance Division handles repairs in house. Repairs that cannot be performed in house are sent to a specialist.

The goal is to replace vehicles that are 10 years old or reach 100,000 miles of service. Additional criteria is also considered for vehicles and equipment. That criteria includes: Annual and current mileage/hours, useful life, annual maintenance expenses, and number of breakdowns.

Once a vehicle has been approved for replacement in the budget process, the Director of Parks and Recreation provides vehicle specifications to the Purchasing Department for procurement.

Once the new vehicle has been received, the old vehicle is discarded by completed a fixed asset disposal form and submitting to the Garage Division for disposal. For equipment, the fixed asset disposal form and completed and submitted to Procurement for disposal.

Approved by:



Foster Hughes, CPRE  
Director of Parks and Recreation

March 16, 2018

Date