

Submitted by:
Fleet Manager

Resolution -- MAY-13-2003-665

A resolution to amend Administrative Order 89-1, which addresses rolling stock policies, by establishing a new section, 20, creating the requirement to furnish to Fleet Management the names rolling stock operators who are either the primary operator or who have overnight authority for use of the unit.

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the following section be added to Administrative Order 89-I.

SECTION 20: REQUIREMENT TO PROVIDE FLEET MANAGEMENT THE NAMES OF ROLLING STOCK OPERATORS.

County operating departments are charged with the responsibility of providing current information to Fleet Management with regard to who is operating County rolling stock.

For purposes of this notification operators are separated into three areas, A. Primary Operator (usually the only operator but no overnight privileges). B. Full Time Operator (usually the only operator and includes overnight privileges) and C. Temporary/Occasional Operator (any operator other than Primary or Full Time).

Operating departments are required to furnish with the adoption of this Administrative Order a current complete listing of Full Time and Primary operators and on a monthly basis the first of each month, any changes which have occurred the previous month with regard to Primary or Full Time operator vehicle assignments.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
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Submitted by:
Fleet Manager

Resolution -- MAY-13-2003-666

A resolution to amend Administrative Order 89-1, which addresses rolling stock policies, by establishing a new section, 21, creating a requirement that County departments provide copies of the driver's license for all rolling stock operators to Fleet Management each January and July first.

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the following section be added to Administrative Order 89-1.

SECTION 21: REQUIREMENT OF COUNTY DEPARTMENTS TO FURNISH TO FLEET MANAGEMENT COPIES OF OPERATOR'S DRIVER'S LICENSES.

In order to assure that operators of County rolling stock have driver's licenses as required by the State of Alabama, the following policy is established

County department shall furnish to Fleet Management each January first and each July first a copy of the Alabama driver's license for each County employee who operates any licensed County rolling stock.

Any employee not properly licensed shall be prohibited from operating County rolling stock.

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Submitted by:
Fleet Manager

Resolution -- MAY-13-2003-664

A resolution to amend Administrative Order 89-1, which addresses rolling stock policies, by amending the section addressing SALE OF SURPLUS COUNTY ROLLING STOCK by increasing the time prior to the auction public entities may not purchase units from 30 days to 60 days.

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the following section be amended within Administrative Order 89-I.

The section titled SALE OF SURPLUS COUNTY ROLLING STOCK shall be amended by increasing the time prior to the public auction by which public bodies must submit a bid for surplus County equipment from 30 days prior to the auction to 60 days. Any request to purchase equipment, which is received 60 days or less prior to the auction, will not be considered.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
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Submitted by:
Fleet Manager
May 12, 2003

RESOLUTION: MAY- 20-2003- 702

A resolution to amend Administrative Order 89-1, which addresses rolling stock policies, by establishing a new section, 22, creating a requirement that the Risk Manager conduct a motor vehicle records check on personnel operating county equipment on a semiannual basis.

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the following section be added to Administrative Order 89-1.

SECTION 22: REQUIREMENT THAT THE COUNTY RISK MANAGER CONDUCT A MOTOR VEHICLE RECORDS CHECK ON OPERATORS OF COUNTY ROLLING STOCK.

In order to assure that operators of County rolling stock have valid State of Alabama drivers licenses and that any impairment to such license is known to appropriate Jefferson County officials, the Fleet Manager shall provide each February and August to the Risk Manager, a listing of operators of Country equipment pursuant A0 89-1 Section 21.

The Risk Manager shall conduct a motor vehicle records check on each operator and in a timely manner report his findings to each affected department.

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