

SUBJECT: Shared Fleet Billing	Effective Date: 5/15/18	Procedure Number: FS 2018 FS0031
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)	

APPLICABILITY/ACCOUNTABILITY:

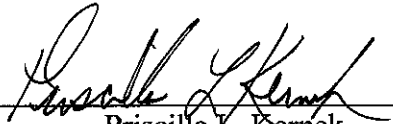
This procedure applies to all Facilities & Safety (F&S) departments using F&S shared fleet vehicles.

PROCEDURE STATEMENT:

F&S departments shall share the annual costs associated with the shared fleet vehicles, including costs for lease payments, maintenance, fuel, and E-Pass. Facilities Operations (FO) shall bill departments at an hourly rate, rather than by mileage, for vehicle use.

PROCEDURES:

- A. Each fiscal year end, the F&S Business Office (FSBO) shall compile that year’s total fleet vehicle expenses and recoveries, and provide the information to FO. If vehicles are added to the fleet mid-year, FSBO shall provide the expenses and recoveries to FO at that time as well. If projected recoveries are not expected to cover projected expenses, the rate will be adjusted. FO shall enter the projected expenses into the charges/time used database, which will calculate the new hourly rate.
- B. Any time there is a new proposed hourly rate, FO will present the rate to the directors at the next monthly directors’ meeting for consideration. The directors shall approve the new rate, which shall go into effect for the current billing period.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	5/15/18