

January 2017

Highlights

Internal Audit Report to the Board of Supervisors/School Board

Why We Did This Review

Internal Audit conducted this review as part of our FY15 audit plan approved by the County Administrator and School Board Superintendent.

The audit focused on FY14 and the current operating environment. We reviewed the Fleet Vehicle Utilization Study and Commuter Vehicle Review for County and School vehicles. Our objectives were:

- Verify the accuracy of Fleet data necessary to conduct the Utilization Study.
- Ensure the Fleet Steering Committee is in compliance with its charter and policy 5-1.
- Evaluate reporting of low-mileage vehicles.
- Evaluate reporting of commuter vehicles.
- Report results to County Administrator and School Superintendent.

What We Recommend

Evaluate process improvements to capture ongoing vehicle information required for monitoring policy compliance.



For more information, please contact
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Vehicle Utilization



What We Found

Commendations

We commend Fleet Management for completing the annual commuter review and ensuring accurate data was provided to the Fleet Steering Committee for the Vehicle Utilization Study. The data quality was a significant improvement over previous efforts. The data was also expanded to identify vehicles as low mileage or mileage criteria exempt. A vehicle is considered mileage criteria exempt if the vehicle does not meet the minimum mileage criteria (7,500 annual miles) but is still required to effectively meet a departmental mission.

We also noted that the County has adopted strategies to convert certain permanently assigned commuter vehicles to a rotating on-call basis which has reduced the overall number of commuting vehicles.

We commend Schools for participating in the commuter review and utilization study.

Low Mileage Vehicles

The FY14 Vehicle Utilization Study classified 33 out of 2,514 total vehicles in the County's fleet as low mileage and not in a mileage exempt category. We tested 10 County and 3 School vehicles noting mileage and vehicle information was accurately reported, and vehicle business need is reasonable based on assigned departments' function. However, County department leadership did not provide written justifications as recommended by policy for 9 vehicles. The School division did not have a policy or procedure requiring justification for 3 low mileage vehicles for the period tested.

The FY14 Fleet Vehicle Utilization Study included 119 vehicles that were added to the mileage exempt list in FY15. We tested 20 of these vehicles noting departments provided supporting documentation to justify the vehicle as mileage exempt.

Commuter Vehicles

The Commuter Vehicle Review, issued December 30, 2014, noted 257 vehicles (100 County, 157 Schools) with commuting privileges. The report includes rotating, on-call, and permanently assigned vehicles with a brief justification for position need.

We reviewed reported justifications for 20 County and 20 School vehicles on the annual commuter vehicle review. We noted for the 20 County vehicles detailed department justifications were not available for 9 and 5 were incomplete. The School division did not have a policy or procedure requiring justification for the 20 School vehicles at the time.

Fleet assembles the annual commuter review and the biennial vehicle utilization study by exchanging spreadsheets with departments by email. The process is cumbersome and only provides a snapshot of information at a point in time. We recommend considering opportunities to improve the data acquisition process.

Actions Taken

County Administrative Policy 5-1, Vehicle Operation, was amended on May 25, 2016 to clarify the justification process for non-exempt low-mileage vehicles.

The School Board implemented Policy 5432 on July 1, 2016, for vehicle use, including commuting authorization. Schools have evaluated commuting necessity, converted certain commuting vehicles to a rotating on call basis, and reduced permanently assigned commuting vehicles to 19.

Management concurred with 2 of 2 recommendations to be implemented by December 29, 2016.

We appreciate the cooperation received from management and staff while conducting this audit.