

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-150
SECTION:	Risk Management	Procedures for County Vehicle Damage Repair
INITIAL ISSUE DATE:	June 1, 1993	
LATEST REVISION DATE:	April 16, 2013 (effective July 1, 2013)	
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PURPOSE

1. Obtaining prompt vehicle damage repairs of County Vehicles is essential to the continuing function of County services.
2. Quality workmanship of vehicle damage repairs is essential to the preservation of the value of County assets and their safe operation.
3. The County desires to have vehicle damage repairs completed at the most competitive cost possible.

POLICY

This administrative policy authorizes the Department of Public Works (Public Works) to provide or obtain repair services for County Vehicles.

For reference in this administrative policy, County Vehicles (as defined in County Administrative Policy [8-103](#)) are all vehicles, no matter the funding source utilized to procure the vehicle, for which the County, and its dependent entities (i.e., County Service Areas-CSA's), holds the vehicle title. This includes boats, trailers, and other specialized vehicles utilized by County departments in performing County business. Unless otherwise specifically stated, the term "vehicle" in this policy shall refer to a County Vehicle.

1. All damaged County Vehicles, except those in County Fire and specialized vehicles within the Sheriff's Office that require repair expertise not provided within the County, in need of repair are under the direct administration of the Department of Public Works.
2. The Director of Public Works, or his/her designee, is authorized to determine the best process for repairing County Vehicles that receive body or other damage outside of normal maintenance and associated repairs. The process may include completing repairs by County staff who are educated/trained in such repairs or procuring services through Personal Services Agreements in compliance with County Administrative Policy [6-101](#).
3. If it is determined that damaged County Vehicles will be repaired by an outside vendor, then the Director of Public Works, or his/ her designee, is authorized to negotiate and execute Personal Service Agreements (PSA)(consistent with the requirements in County Administrative

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Policy [6-101](#)) for the repair of County Vehicles with collision repair businesses that meet the following conditions. The vehicle repair business shall:

- a. Have a secure area for storage of vehicles;
 - b. Maintain no less than two qualified auto body mechanics on staff;
 - c. Maintain and make use of an auto body paint spray booth certified as meeting Shasta County air quality standards;
 - d. Maintain all licenses, permits, qualifications, and approvals required to provide collision damage repair services;
 - e. Provide insurance certification in accordance with the terms specified in the PSA requirements set forth in County Administrative Policy [6-101](#); and
 - f. Maintain a good and valued reputation with the County and the local community.
4. In cooperation with Department of Support Services Purchasing Unit (Purchasing) and in compliance with County policies, Public Works may advertise for and procure Personal Services Agreements with vehicle repair businesses who comply with this administrative policy.
 5. Departments shall verbally report damage to County Vehicles to Public Works and Department of Support Services-Risk Management Unit (Risk Management) as soon as practical, preferably within twenty-four hours of knowledge. A written report of vehicle damage is to follow within one week of knowledge of damage and verbal report. Public Works will arrange for repair in cooperation with the affected department and Risk Management. In cases where outside party causes damage to County Vehicle, Risk Management will administer applicable processes related to subrogation and/or other insurance requirements. Applicable deductibles will be obtained by the department accordingly and repairs not recoverable and/or not covered by insurance will be charged directly to the department through appropriate procedures. Any department that fails to report damaged vehicles in writing within thirty (30) days to either Risk Management or Public Works will be charged the full cost of repairs from that department's budget.
 6. If using an outside vendor, two (2) vehicle repair cost estimates will be obtained from vehicle repair businesses, who comply with this policy, to assist Risk Management, when applicable, to recover damage claim reimbursements/settlements from the adverse driver(s) and/or his/her

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insurer(s) (as applicable). The PSA for repair services will be awarded to the procured repair business (as determined by Public Works). When applicable, Risk Management may, at its discretion, conduct an independent appraisal to verify costs. If vehicle repairs are completed at by County staff, an estimate of repair costs shall be forwarded to Risk Management in order to recover damage claim reimbursements/settlements from the adverse driver(s) and/or his/her insurer(s).

7. All damage to County Vehicles will be repaired, except for those vehicles where the estimated cost to repair the vehicle exceeds the fair market value of a comparable vehicle in safe condition, i.e., the vehicle is determined to be a total loss. The determination that a vehicle is damaged beyond repair will only be made after obtaining two vehicle repair cost estimates from contracted vehicle repair business(es), or one vehicle repair cost estimate from a contracted vehicle repair business and one from Public Works as well as an independent appraisal by Risk Management. The final decision as to who will repair the damaged vehicle will be made by Risk Management after consultation with Public Works as applicable.

8. Requests for payment for vehicle damage repairs (as applicable) will be tendered to Risk Management for payment from the appropriate Risk Management fund. Risk Management will make payments only for those amounts in excess of the \$500 countywide insurance deductible. Countywide deductible amounts are the responsibility of the department to whom the vehicle was assigned at the time of damage. Should the insurance deductible amount be recovered from the responsible party(ies) and/or or his/her insurance carrier(s), the \$500 deductible amount will be returned to the department by Risk Management.

9. In the event a vehicle is a total loss, as described in Section 7 of this policy, Risk Management will obtain a vehicle cost replacement appraisal and salvage bids from an independent appraiser. Public Works or in the case of a vehicle that is not part of the Replacement Fund (as defined in Administrative Policy [8-103](#)), the appropriate department, will be paid the appraised value of the vehicle. Risk Management will collect the \$500 countywide insurance deductible from the appropriate department and will retain the amount received from the salvage buyer. Public Works will then relinquish the vehicle title to the Department of Motor Vehicles in exchange for a salvage certificate and dispose of said salvaged vehicle to the highest indicated salvage buyer.

In the alternative, if Public Works makes the determination to retain the vehicle in order to strip all usable parts, the affected department will be paid the appraised value of the vehicle less the salvaged value. Purchasing, may then sell the hulk to the highest salvage bidder . Risk Management is authorized to collect the \$500 countywide insurance deductible from the affected department.

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RESPONSIBLE DEPARTMENTS

Support Services Department -- Risk Management
Support Services Department -- Purchasing
Public Works Department

REFERENCES

BOS Policy Resolution No. 2013-02--04/16/13 (Amended) (effective 07/01/13)
Administrative Update--07/13/12
BOS Policy Resolution No. 2007-2--4/24/07 (Amended)
BOS Policy Resolution 2001-10--8/14/01 (Amended)
BOS Policy Resolution 93-4
Board Resolution 88-236 (superseded)