

**MISSOULA COUNTY**  
**MOTOR POOL VEHICLE PROCUREMENT POLICY**

**Purpose**

The purpose of this policy is to ensure – through the procurement process – that county vehicles are environmentally sustainable, cost effective, reliable, and adhere to safety standards.

**Scope**

This policy applies to the purchasing of all motor pool vehicles managed by Missoula County's Central Services Department. Departments may apply additional requirements as long as they are equal to or more restrictive than these standards.

Departments include:

Health Department  
Extension  
Facilities Management  
Information Services  
Office of Planning and Grants  
Records Management  
Central Services

Departments that do not rely on Central Services for the management of their fleet may also apply the standards outlined in this policy, and are encouraged to do so.

**Administration**

Central Services is responsible for the administration of this policy and for any recordkeeping required to substantiate compliance.

**Policy**

When requesting the purchase of new vehicles, departments shall consider the following:

- Fuel Economy
- Emissions
- Safety
- Price
- Reliability

Each purchase will strive to meet a combination of the highest fuel economy, the lowest emissions, the greatest safety, the greatest reliability, and the least cost.

Departments are encouraged to reference the following sources to obtain this information:

- The most recent Consumer Reports Guide located in Central Services
- <http://www.fueleconomy.gov/>
- <http://www.fueleconomy.gov/feg/findacar.htm>
- <http://www.epa.gov/greenvehicles/>
- <http://www.safercar.gov/>
- <http://www.iihs.org/>
- <http://www.edmunds.com/>

### **Documentation**

Each Department is responsible for documenting adherence to this policy in accordance with Missoula County policies and practices related to documentation standards and document retention guidelines.