



Fleet Management Department (FMD) Take Home Vehicles Performance/Compliance Audit



OBJECTIVES

The primary objective of the audit was:

To review policies and processes and related internal controls for take-home vehicles to determine compliance for FY 2018 and 2019.

BACKGROUND

The Fleet Management Department (FMD) oversees and provides City-wide fleet services including asset management, maintenance and repairs, fueling services, vehicle acquisitions and dispositions, equipment specifications, alternative fuel programs and the shared motor pool program, *FleetShare*. Individual departments also have key roles in managing their respective City vehicles.

Chris Brown
City Controller

Courtney Smith
City Auditor

AUDIT RESULTS

8 FINDINGS

- FMD vehicle records did not match departmental records
- All departments did not consistently create and provide vehicle use reports to FMD
- Driving records of employees with take-home vehicles not always reviewed annually
- Revised AP 2-2 removed some of the controls from the process (e.g., audits)
- Four findings related to FMD or departmental evidence of authorization and approval

18 RECOMMENDATIONS

Our report included several recommendations to FMD management and department management. Recommendations included the following:

- Strengthen the controls within AP 2-2 to better safeguard City assets.
- Ensure vehicle use reports are consistently created and provided to FMD.
- Ensure departments are properly educated regarding the process requirements for take-home vehicles.
- Ensure the proper authorization and approval documents are completed and on file.
- Perform periodic reviews of driving records.