



## ADMINISTRATIVE ORDERS OF THE CITY MANAGER

<b>ADMINISTRATIVE ORDER 7.1</b>
<b>TO:</b> All City Employees
<b>FROM:</b> Marsha I. Grigsby, City Manager
<b>SUBJECT:</b> Policy Governing the Service and Care of City-Owned Vehicles
<b>DATE:</b> September 10, 2013
<b>Supersedes and Replaces Administrative Order 4.4 dated 1/6/92 Regarding Same Subject.</b>

### I. PURPOSE

The purpose of this Administrative Order is to establish an administrative policy regarding the service and care for **ALL** City-owned vehicles and equipment to be serviced by Fleet Management.

### II. POLICY

Effective immediately, the following policy is in effect:

- A. A Vehicle Maintenance Request (sample attached) should be completed when a vehicle is in need of service. These forms, which are available from Fleet Management, should be filled out as completely as possible and submitted to Fleet Management at the time a vehicle is brought in for service.
- B. Employees should bring the vehicle and or piece of equipment to the Fleet Management Shop at time of request for repair. If your vehicle requires routine preventive maintenance, please use the online request tool or call Fleet Management to schedule service.
- C. When possible a "loaner" vehicle will be provided to employees when requested. The request for the loaner vehicle shall be made when an employee calls to schedule service for his/her vehicle.
- D. All vehicles needing service are to be delivered to Fleet Management at the scheduled time. A copy of the Vehicle Maintenance Request should be delivered, with the keys, to Fleet Management. In cases where a vehicle will not start or is unsafe to drive, the employee should notify Fleet Management and they will arrange transport of the vehicle.
- E. In accordance with Administrative Order 3.2, all damage to City vehicles must be reported on the approved form and a copy of the report must be forwarded to the Fleet Manager and the Risk Manager.

- F. The employee assigned to a vehicle is responsible for cleaning it. This includes removing all trash and debris (paper cups, pop cans, etc.) from inside the vehicle as well as vacuuming the interior and regularly washing the exterior.

In instances where there are "staff" vehicles with no assigned drivers, there should be an appointed person for each **Department/Division** who administers a sign-up sheet which identifies the last individual to drive the vehicle. The last person to sign out the vehicle shall be responsible for making certain the vehicle has a minimum of a half tank of fuel and is clean when he/she returns the keys to the person responsible for administering the sign-out procedure. The last person to drive a vehicle should also report any problems with the vehicle on a Vehicle Maintenance Request form. When a "staff" vehicle needs service, Fleet Management will notify the Department/Division to arrange for the vehicle to be serviced.

### **III. CONCLUSION**

Any questions regarding this Administrative Order should be directed to Fleet Management. This Administrative Order shall be effective immediately upon distribution.

Attachments