



Date: November 1, 2008
To: All Employees
From: Charles McClendon, City Manager
Re: Vehicle/Equipment Retention Policy and Procedure
Administrative Policy AP-37

POLICY: Retained units are vehicles or equipment that have completed their useful life and have been replaced with a new vehicle or piece of equipment.

- As exceptions only, Fleet Services will accept requests to retain a vehicle or piece of equipment for 1) light duty or occasional use (short-term) or 2) as a backup/spare (long-term)
- Approvals for light duty or occasional use will be recommended for a period of six months, after such time the vehicle or equipment will be turned in to Fleet Services for disposal.
- An extension may be granted if an additional vehicle has been approved and placed on order.
- Approvals for backup/spare units will be granted for a time period deemed appropriate by the requesting department and City Manager.

PROCEDURE: The following procedures will be used to request retention of a replaced vehicle or piece of equipment.

- ✓ The requesting Department shall complete the vehicle/equipment retention request form.
- ✓ The form must include a complete justification including type of use and funding sources for the operation and maintenance costs.
- ✓ The form must be signed by the requesting department director and the Finance and Budget Director.
- ✓ The form will then be turned in to the Fleet Coordinator for review and recommendation by the Fleet Utilization Review Committee
- ✓ The recommendation will be routed to the City Manager's Office for approval/disapproval.

Vehicle/Equipment Retention Request Form

Department:		
Contact : Name & Phone #		
Type of Equipment or Vehicle (include unit #):		
Type of Request:	Light Duty/Occasional Use (short-term) <input type="checkbox"/> Backup/Spare (long-term) <input type="checkbox"/>	
Justification: *Include intended use *Include funding source for operation and maintenance. Please attach sheet if necessary.		
Department Director Signature:	Approved For: Light Duty/Occasional Use <input type="checkbox"/> Backup/Spare <input type="checkbox"/>	Denied <input type="checkbox"/>
Fleet Utilization Review Committee Recommendation:	Approved For: Light Duty/Occasional Use <input type="checkbox"/> Backup/Spare <input type="checkbox"/>	Denied <input type="checkbox"/> Attach explanation
Finance and Budget Director Signature:	Approved For: Light Duty/Occasional Use <input type="checkbox"/> Backup/Spare <input type="checkbox"/>	Denied <input type="checkbox"/> Attach explanation
Assistant City Manager Signature:	Approved For: Light Duty/Occasional Use <input type="checkbox"/> Backup/Spare <input type="checkbox"/>	Denied <input type="checkbox"/>
City Manager Signature:	Approved For: Light Duty/Occasional Use <input type="checkbox"/> Backup/Spare <input type="checkbox"/>	Denied <input type="checkbox"/>