City of Rochester
Department of Environmental Services
City Hall Room 300B, 30 Church Street
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Paul Holahan
Commissioner

NUMBER 11.6

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: **Evaluate Low Usage Vehicles Prior to Replacement**

APPROVED

Michael Quattrone, Fleet Manager

PURPOSE: Document the practice of evaluating low usage vehicles prior to replacement

PROCEDURE: Using the Equipment Usage Report and the Equipment Replacement Listing, vehicle usage evaluations are done at specified periods throughout the year. If an evaluation results in the determination that a vehicle is underutilized, a replacement will be denied until a meeting can be held with the using department to determine what the proper action should be. Actions may include:

1. Removal from fleet;
2. Re-assignment of the unit within the City;
3. Exchanged for another unit of a similar type with higher miles / hours;
4. Exchanged for a different type of unit that better suits the mission; or
5. Retention of the unit with proper justification.

Vehicle or motorized equipment users may request exemptions to the minimum mileage or hours specified for assignment or retention of the fleet vehicle or motorized equipment. Other utilization goals such as passengers or tonnage carried will be applied if mileage or hours used is not an accurate measurement for a particular vehicle or piece of motorized equipment's mission. Mileage or hours accumulated on these types of vehicles or motorized equipment will not be included in the annual mileage target for the fleet.

PREPARED BY: John Pecora, Equipment Analyst

DATE: September 27, 2010