



**NUMBER 11.8**

## **FLEET MANAGEMENT POLICY / PROCEDURE**

**SUBJECT:** Vehicle Hands-on Testing Prior to Purchase

**APPROVED:**

Michael Quattrone, Fleet Manager

**PURPOSE:** Vehicle Acquisition Process Provides for Hands-on Testing Prior to Purchase

**PROCEDURE:** Following receipt of a new vehicle request form or prior to scheduled vehicle replacement, Equipment Services decides whether hands-on vehicle demonstrations and testing is required. Based on this assessment, vendors are scheduled to bring vehicles on site so that personnel from Equipment Services and effected divisions can test and evaluate:

- Functionality
- Work performance
- Ergonomics
- Optional equipment

These tests can include use of the equipment by drivers assigned to the division(s) to assess operation in the setting in which it will be deployed.

**PREPARED BY:** Carl Greenfield, Equipment Analyst

**DATE:** December 7, 2010

