



NUMBER 10.2

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Daily vehicle status report sent to customer departments.

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that a daily vehicle status report sent is to customer departments.

PROCEDURE: Critical vehicle availability reports have been developed and are set-up to be e-mailed to the appointed person at the using department. Each using department is given the flexibility to request these reports any number of times and at any time during weekdays. For instance, Solid Waste Reports are sent at 5.30 am and the RPD reports are sent at 6.30 am and 3.00 pm, Monday through Friday. Also, customer departments have access to the reporting server 24/7 and can access real time reports from predefined location.

These reports have information on total equipment class available in fleet, equipment at CVMF with active work orders, calculated availability and agreed upon numbers for basic required numbers. See attached sample.

PREPARED BY: Lakshmi Kasturi Rangan, Technology Applications Specialist

DATE: June 23, 2010



ROCHESTER WATER WORKS VEHICLE AVAILABILITY REPORT

Equipment Services, City of Rochester

CRANE TRUCKS	TOTAL : 2	AT CVMF :	AVAILABLE :	REQUIRED : 1
BOILER TRUCKS	TOTAL : 1	AT CVMF :	AVAILABLE :	REQUIRED : 1
DUMP TRUCKS	TOTAL : 4	AT CVMF :	AVAILABLE :	REQUIRED : 3
CREW TRUCKS	TOTAL : 4	AT CVMF :	AVAILABLE :	REQUIRED : 3
PASSENGER CARS	TOTAL : 5	AT CVMF :	AVAILABLE :	REQUIRED : 1
SUV	TOTAL : 5	AT CVMF :	AVAILABLE :	REQUIRED : 1
HYBRID SUV	TOTAL : 7	AT CVMF :	AVAILABLE :	REQUIRED : 5
PICK-UP (1/2)	TOTAL : 13	AT CVMF :	AVAILABLE :	REQUIRED : 10
FULL SIZE SUV	TOTAL : 1	AT CVMF :	AVAILABLE :	REQUIRED : 1
PICK-UP (3/4)	TOTAL : 6	AT CVMF :	AVAILABLE :	REQUIRED : 4
¾ TON 4x4	TOTAL : 5	AT CVMF :	AVAILABLE :	REQUIRED : 1
CREW CAB (3/4)	TOTAL : 4	AT CVMF :	AVAILABLE :	REQUIRED : 2
PICK-UP (1)	TOTAL : 3	AT CVMF :	AVAILABLE :	REQUIRED : 2
MINI VAN	TOTAL : 6	AT CVMF :	AVAILABLE :	REQUIRED : 3
VAN (3/4)	TOTAL : 1	AT CVMF :	AVAILABLE :	REQUIRED : 1
BACKHOE	TOTAL : 4	AT CVMF :	AVAILABLE :	REQUIRED : 3
LOADER	TOTAL : 2	AT CVMF :	AVAILABLE :	REQUIRED : 1