

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



NUMBER 10.5

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Vehicle and Equipment Training Request

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: To properly schedule approved training with operating units

PROCEDURE: All requests for vehicle and equipment training are done through a

formal request form.

Attached to this policy is a request form which will need ALL of the fields

filled out and signed by your Manager.

Once the form is completed and signed, forward the original request form to the Equipment Training Coordinator at Equipment Services,

Building 100, 945 Mt. Read Boulevard.

The Manager who signed the request form will be contacted by the Equipment Training Coordinator to schedule a training date that works

for the operation.

PREPARED BY: Michael Quattrone, Fleet Manager

DATE: November 23, 2010

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer





Equipment Services

Department of Environmental Services 945 Mount Read Boulevard, Building 100 Rochester, New York 14606-2888 www.cityofrochester.gov

Equipment Services Training Unit Training Request Form

Date:	Requestor:
Phone:	Department:
Training desired on what equipment or fleet number?	
First time users or refresher course?	
Time training should start?	
Special Requests?	
Attendees:	
If more attendees are required please attach an additional sheet with all names on it.	
Manager signature:	Print: Date:

Equipment Training Coordinator, Jerry West, will contact you with any questions and to confirm a date and time for the training. Any new or first time programs will require a minimum of 1 week before training can occur. Operator manuals if needed will be handed out in training.

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