

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



NUMBER 9.5

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Process for Department Meetings to Review Fleet Utilization Reports

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Develop a process for meeting with departments to review fleet

utilization reports.

PROCEDURE: Meetings are arranged with departments to review fleet utilization data

as required, and is dependent on but not limited to the following

schedule:

• Prior to development of the budget submission

Prior to budget implementation

• At issuance of the adopted budget

Prior to preparation of fleet replacement specifications

Prior to fleet purchases

At the end of each quarter of the fiscal year

In so doing a pattern can be established for vehicles with consistent problems or ones that are aging faster than the replacement schedule would indicate and also gives departments the ability to discuss any program changes that will affect the size or makeup of their existing fleet.

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DATE: August 16, 2010

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