



NUMBER 9.7

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Fleet Utilization Standards Have Been Adopted and Put Into Use

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that the fleet utilization standards outlined in the policy have been adopted and put into use

PROCEDURE: To determine whether fleet utilization standards are being met the following two reports are generated:

1. The Equipment Usage Report includes vehicle information by department, equipment identification number, year, make, model, meter type, beginning and ending mileage readings and usage. Usage calculates mileage for the period covered, the report is color coded so that vehicles that fall below 500 miles used are shown in red and all others are shown in green.
2. The Equipment Replacement Listing from the FASTER fleet data system assigns a point value to the age of the equipment, maintenance dollars spent and mileage or hours of operation. The closer the total for a piece of equipment is to 15 the closer it is to being replaced.

Vehicles may be subjected to hands on evaluation by a technician.

Following report generation the Equipment Analyst reviews the reports and makes recommendations regarding changes to the Fleet Manager.

PREPARED BY: John Pecora, Equipment Analyst

DATE: September 27, 2010

