**City of Rochester**

Department of Environmental Services
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**one city**
ROCHESTER

**Paul Holahan**
Commissioner

**NUMBER** 3.7

# FLEET MANAGEMENT POLICY / PROCEDURE

**SUBJECT:**      **Your department's web site provides your customers with usable reports, vehicle repair status and PM Scheduling**

**APPROVED**:

*M. Quattrone*

Michael Quattrone, Fleet Manager

**PURPOSE:**      Demonstrate that your department's web site provides your customers with usable reports, vehicle repair status and PM Scheduling.

**PROCEDURE:**      The department's website provides links to the FASTER report server (internal to the city for security reasons) which in-turn provides customers with report access. Depending on the departments/divisions requirements they have access to different sets of reports. There is a default 'out of service' report provided to each department/division that indicates the repair status of their vehicle.

The web site also provides a link to the "FASTER service center" which enables customers to inquire basic information about the equipment (Year, Make, Model, License, VIN, Color, Location, Meter reading, Open Work Order information, Last PM information, PM next due information) and also allows them to request a service for the same online.

**FASTER Report Server:**

http://roc-fastdb/Reports$FASTERCS/Pages/Folder.aspx?ViewMode=List

**FASTER Service Center:**

http://roc-fastapp/fsc/IEquip.asp

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**DATE:**      January 26, 2011