

**900.2 SUBJECT: ASSIGNMENT AND USE OF VEHICLES AND EQUIPMENT**

:1 OBJECTIVE:

Provide all vehicles and equipment that are required by City departments to perform their assigned mission; and to establish the rules by which all vehicles and equipment are operated.

:2 AUTHORITY:

This procedure adopted by City Council January 30, 2006, Item A1.

:3 DIRECTION:

The Fleet/ Management Division Manager, serves at the pleasure of the Mayor and receives direction through the General Administration Department Director. The Fleet/ Management Division Manager, based on input and advice from Departments Directors, shall promulgate policies and procedures that establish the size of vehicles and any optional accessories to be purchased and the rules for the operation of all vehicles and equipment.

:4 METHOD OF OPERATION:

A. General Definitions

*FMD* shall mean Fleet Management Division 1014 S. Westmoreland Drive, Orlando, Florida 32805.

*OMB* shall mean Management and Budget.

*CAO* shall mean Chief Administrative Officer

*DCAO* shall mean Deputy Chief Administrative Officer

*BRC* shall mean Budget Review Committee

*Life cycle cost* shall mean the total cost of the vehicle and/or equipment computed from the date of purchase to the date of sale including all operating and maintenance costs.

*Vehicle* shall mean a vehicle assigned to a Department, Bureau, Division, or Office for daily use.

*Equipment* shall mean any equipment assigned to a Department, Bureau, Division, or Office for daily use.

*24-hour vehicle* shall mean a vehicle that is assigned to an individual for take home use. (see also Policy 1120.6)

*24-hour pool* shall mean a vehicle that is assigned to a program that is taken home and rotated among employees for use in responding to emergencies after normal working hours.

*Out of Town* shall mean any area or destination outside of Orange, Seminole, Osceola, Volusia, Brevard or Lake County.

*Orlando Area* shall mean the area within Orange, Seminole, Osceola, Volusia, Brevard and Lake County.

B. The Criteria for Assignment of City Vehicles.

1. City Departments, Bureaus, Divisions, or Offices may be assigned a City vehicle based upon one or more of the following criteria:

- a. A vehicle is subject to frequent abnormal, excessive or hazardous conditions which cannot be avoided.
  - b. A vehicle is required to carry special equipment.
  - c. When there is a demonstrated advantage for the City, a vehicle may be assigned to meet work related transportation needs.
2. Departments, Bureaus, Divisions, and Offices will ensure that vehicles assigned are required and used daily. A vehicle assigned to a Department, Bureau, Division, or Office for an extended period and not fully utilized will be recalled by FMD for assignment to another bureau, division or for disposition.
- C. Vehicle/Equipment Size, Assignment, and Common Requirements
1. The FMD shall assign vehicles and equipment (either City-owned or leased from outside agencies or vendors) for City use by Departments, Bureaus, Divisions, or Offices in the day to day accomplishment of City business, and extra vehicles and/or equipment justified by the needs of the Department's/Bureau's/Division's/Office's operation for a day or part of a day.
  2. The smallest, most fuel efficient passenger automobiles and light/pickup trucks appropriate for the assigned utilization by the using Department, Bureau, Division, or Office shall be purchased by the City. The optimum size vehicle will be determined by the Fleet Management Division Manager. All equipment shall be purchased based on the optimum life cycle cost.
  3. All cars and trucks will be purchased with air conditioning, power steering, power brakes, and factory tinted windows (darker tint is not permitted unless operationally justified).
  4. Unless otherwise justified, City vehicles and equipment shall be sized and assigned as follows:
    - a. Executive: Mayor, Mayor's Chief of Staff, CAO, and Department Directors in Police and Fire:  
Full size vehicle with power options and decor package.
    - b. Appointed Officials:  
Mid-size vehicle with power windows and power door locks.

- c. Police Captains and Lieutenants; Fire Department Assistant Chiefs and District Chiefs:  
Mid-size vehicles with power windows and power door locks.
  - d. Assistant Bureau Chiefs: Compact vehicles.
  - e. Police and Fire Investigators, Police Patrol and Community Service Officers:  
Body and engine size shall be as efficient as possible to meet the operational needs of the Police or Fire Departments as determined by the Chief of Police, the Fire Chief, and the FMD Division Manager.
  - f. Police Undercover:  
As justified for accomplishment of any operation.
  - g. Trucks, Fire Apparatus, Construction, and Maintenance Equipment  
As justified by optimum life cycle cost and usage requirements.
5. The replacement cycle for all vehicles will be determined by evaluating a combination of age, mileage/engine hours, repair history, total replacement funds have been collected and any other factors relative to a vehicle that the FMD Division Manager considers pertinent to its replacement.
- D. Surplus Vehicles
- 1. FMD may approve temporary usage of surplus vehicles for up to seven months for one or more of the purposes stated below. OMB shall be notified and retains veto power if usage conflicts with other management goals.
  - 2. Use of surplus vehicles for more than seven months shall be approved by OMB as a temporary fleet expansion. BRC action will normally be required. The reason for the request and the duration of the use must be specifically noted. Loaner units will not be replaced with newer loaners, Using departments shall justify and acquire a new vehicle in order to replace a loaner.
  - 3. The user shall be charged all maintenance and operational costs including the cost to prepare the unit for service. Depreciation shall be charged during the loan period to offset the loss of sale value and the unit shall not be replaced unless specifically directed by BRC.
  - 4. Re-use of surplus vehicles may be approved for the following

purposes:

- a. To complete a specific project of short duration.
- b. To catch up with short-term overload of routine work.
- c. To provide a vehicle while waiting for the delivery of an additional approved vehicle provided the additional personnel for the vehicle has been hired and is on the payroll.
- d. To evaluate modified or expanded service prior to final commitment.

E. The Rules of Operation for all City Vehicles and Equipment.

1. Vehicles shall be operated in accordance with all Local, State, and Federal laws and regulations. Provisions of City policy (see City Policy Section 800) and State law require the operator of any vehicle possess a valid State of Florida Driver's License for the class of vehicle being operated. Any City or State restriction placed on an operator's license shall be strictly enforced. Prior to the operation of any vehicle or piece of equipment, the operator's supervisor shall be responsible for verifying that the operator has the requisite license to operate it. Any loss of licenses by the operator immediately disqualifies that individual from any further vehicle or equipment operation on public streets until the license is restored. Should any operator lose a license, he/she shall report it immediately to their supervisor and shall not operate any vehicle or piece of equipment until the license is restored. The Supervisor is responsible for checking on a regular basis that every operator has the correct license.
2. FMD will issue an operators preventative maintenance checklist with every vehicle issued except motor pool vehicles. This checklist will list all of the preventative maintenance checks an operator shall perform on the assigned vehicle. The interval between operator preventative maintenance checks will vary between classes of vehicles and will be noted on the checklist. The operator is responsible for making all preventative maintenance checks. Failure to do so could result in damage to the vehicle and disciplinary action against the employee.
3. The Department, Bureau, Division, or Office assigned a vehicle is responsible for maintaining the vehicle in a clean condition. Vehicles shall be washed and interiors cleaned at least bi-weekly by the using Employee. Personnel checking out motor pool

vehicles will return them in a clean condition. Motor pool vehicles will be cleaned and maintained on a regular basis by FMD.

4. Prior to operating any City vehicle, any impairment to vision on the vehicle's windows except regulatory stickers shall be removed by the driver.
5. The operator shall inspect the vehicle -prior to operation to insure that everything is working properly. If any item on the vehicle is malfunctioning or broken, the operator shall immediately notify the FMD service writer of any maintenance or repairs required. If road service is required, the service writer will be contracted by telephone or radio.
6. Decals, bumper stickers, or any item not authorized by the Department Director and sanctioned by a DCAO shall not be placed on any City vehicle or piece of equipment at any time. If anything is placed on the vehicle it shall be removed at the time of servicing and the incident will be reported to the operator's supervisor for disciplinary action.
7. If a City vehicle becomes involved in an accident of any kind, it is the responsibility of the driver (if physical condition permits) to report the accident immediately to:
  - a. The Law Enforcement Agency in whose jurisdiction the accident occurred.
  - b. The operator's immediate Supervisor, and
  - c. The Risk Management Office on the Risk Management Accident Report Form.
8. City vehicles shall not be used by employees or City Officials for any purpose other than City business. Vehicles will be parked at night on City property and will not be driven home by employees except under specific conditions. Vehicles may be authorized to be driven home under the following conditions:
  - a. In the event that an employee needs the use of a vehicle before regular business hours, the employee's Department Director, Bureau Chief, Division Manager, or Office Head shall authorize the use. Any authorization shall be in writing and FMD will be copied on the correspondence.
  - b. If the need to drive a vehicle home is for a period of more than one day and less than five days in a one month period, the Department Head, Bureau Chief, Division Manager, or Office Head shall approve the use in writing prior to the use. FMD and OMB will be copied on the

correspondence.

- c. If the need to allow an employee to drive a vehicle home is for a period more than five days in one month, the Bureau Chief, Division Manager is required to request this use in writing through the Department Director, to the DCAO. FMD and OMB shall be copied on the correspondence.
  - d. Elected Officials are to secure approval of the CAO prior to the use of a City vehicle. FMD and OMB shall be copied on such approvals.
9. Abuse or the improper use of City vehicles and equipment will not be tolerated. Any operator that abuses or improperly uses any City vehicle shall be punished in accordance with City Policy and Procedure.
  10. Failure to comply with the rules covering the operation of City vehicles may result in suspension of an employee's privilege to use a vehicle. The FMD Division Manager, with the concurrence of the General Administration Director, shall have the right to deny, until remedied, the use of a City vehicle to anyone found violating rules contained herein. Restoration of privileges shall be in accordance with the City's grievance procedure.
  11. All vehicle and equipment maintenance and/or repair is to be performed by FMD. In the event the required maintenance and/or repair cannot be performed in an effective and efficient manner in-house, FMD will authorize an outside vendor to perform the work. No work may be done to any City vehicle or equipment without prior FMD approval.

F. Motor Pool Vehicles

1. Motor Pool vehicles are intended for use in the Orlando area. They are maintained for the convenience of authorized City personnel. Pools are intended to serve the needs of those Elected Officials, Appointed Officials, and employees who, on occasion, have need for official transportation for a period of time that is eight hours or less. Motor Pool Vehicles are for official use only and shall not be used for personal use. Motor Pool vehicles shall not be used by employees, City Officials, or Elected Officials as a temporary replacement vehicle for a personal vehicle. Motor Pools are not intended to provide transportation to employees who must spend substantial amounts of time on a frequent basis away from their work sites. If this is the case, then the responsible program should request an 8 hour vehicle be assigned to the

position. If a Motor Pool vehicle is not available, the employee should use a personal car and submit appropriate forms for reimbursement.

2. Unless authorized by the FMD Division Manager, Motor Pool vehicles will not be issued out overnight and for not more than eight hours. Vehicles will be returned to the appropriate Motor Pool no later than 5:00 P.M. of the same day it was signed out.
3. Keys will be issued to authorized personnel requiring City vehicles by a designated dispatcher at each location where the Motor Pool Dispatch Record is retained.
4. When receiving keys to a vehicle, the user must complete and sign the Motor Pool Dispatch Record Form listing the program charge code, destination, and time of departure.
5. Upon completion of a trip and before returning the vehicle to the Motor Pool lot, the driver will check the gas gauge. If the tank is less than one-quarter full, the tank must be refilled by the driver at Police Headquarters.
6. Vehicles returned to the Motor Pool will be in a clean condition, windows rolled up, doors locked and key returned to the designated dispatcher at the respective location. Drivers will clean interiors utilizing the vacuum at the Police Headquarters site and take the vehicles through the car wash. The odometer reading, time in, and miles traveled will be recorded on Motor Pool Dispatch Record. All damages shall be reported using the Risk Management forms and procedures.
7. Failure to comply with the rules covering City Motor Pool vehicles may result in suspension of an employee's privilege to use a Motor Pool vehicle. The FMD Division Manager, with the concurrence of the General Administration Director, shall have the right to deny, until remedied, the use of a City vehicle to anyone found violating rules contained herein. Restoration of privileges to anyone found violating rules contained herein. Restoration of privileges shall be in accordance with the City's grievance procedure.

G. Vehicles for Out of Town or Overnight Trips

1. All vehicles used for out of town trips must be requested in writing to the FMD Division Manager prior to departure. The vehicle operator's Bureau Chief, Division Manager or Department Director

will be responsible for determining if use of a City vehicle is justified, and will sign all requests. Upon receipt of the correspondence the vehicle will be issued the day before the trip to the operator identified in the request.

2. Prior to departure, the operator will be issued a Visa Card by the Finance Department. The Visa Card will be used for refueling and any repairs that the vehicle may require while it is out of town. It is the responsibility of the operator to coordinate with Finance for the pick up of the Visa Card. If the operator does not pick up the Visa Card, then any vehicle breakdown will be paid for by the operator who will be reimbursed by the City.
3. Motor Pool vehicles will not be issued for out of town use. Any vehicle to be used for out of town trips will be issued from FMD.
4. Vehicles assigned for 24 hour use will not be driven out of town unless written authorization is given by the Bureau Chief, Division Manager or Department Director.
5. Trips outside the State of Florida shall be approved by the CAO.

H. Rental, Vehicles/Equipment

If a using Department/Bureau/Division/Office needs a special vehicle or piece of equipment not owned by the City, a written request to the FMD Division Manager will be forwarded specifying the rental/lease in writing, a follow-up memorandum will be forwarded. All rentals will be coordinated by the FMD.

I. Use of City Vehicles by Non-City Employees for City Business

If a non-City employee needs to use a City vehicle on official City business, authority must be obtained in writing from the appropriate Department Director and forwarded to FMD. The Department Director is responsible to ensure the non-City employee possesses a valid Florida Driver's license before operating any City vehicle. The written authority shall include the name of the driver and the vehicle number of the vehicle which will be used.

J. Exceptions to Standard Policy

1. In the event the Bureau Chief, Division Manager or Department Director determines either
  - a) Application of the standard policy or
  - b) If the vehicle selection by the FMD Division Manager relating to the size, type, or method of acquisition adversely affects an operation, an appeal may be submitted

through the Department Director of the Office of Management, Budget and Accounting for subsequent approval or disapproval. The decision of the Office of Management, Budget and Accounting may be appealed to the CAO.

K. Federal and State Law

1. Employees assigned a City vehicle or a 24-hour vehicle or who use a vehicle provided by the City shall abide by all appropriate State and Federal regulations.
2. Personal use of a 24-hour City vehicle shall be reported to the Finance Director in a manner required by Financial Reporting. The compensation value will be included with taxable income to the employee.

:5 FORMS:

Motor Pool Dispatch Record  
Vehicle Issue Form for Motor Pool Day Issue  
Vehicle Issue Form for Long Distance Use

:6 COMMITTEE RESPONSIBILITIES:

None

:7 REFERENCE

City Council minutes of May 25, 1960, Item 6, and December 14, 1970, Item 37. This procedure amended by City Council December 10, 1973, Item 32; amended June 7, 1976, Item 31; amended February 21, 1977, Item 5; Fleet Management Committee minutes of October 5, 1982, and City Council minutes of October 25, 1982, Item 25F; amended March 28, 1983, Item 3-B; amended August 26, 1985, Item 9 (A-1 3); amended February 24, 1986. Item 13 (A-31); amended December 28, 1987, Item 14A-23; amended December 17, 1990, Item 46; amended July 13, 1998, Item 7-V; amended April 19, 2004, Item A1.; amended January 30, 2006, Item A1.

:8 EFFECTIVE DATE:

This procedure effective January 30, 2006.

City of Orlando  
Fleet Management Division

Vehicle Issue Form  
for  
Motor Pool Day Issue

Name:

Employee Number:

Department:

Bureau:

Program Number:

Date:

Time Out:

Time In:

The vehicle issued shall be used for City of Orlando official business only. The vehicle shall not be used for personal business in any way. The vehicle shall be returned to the motor pool no later than 5:00 p.m. the same day it was signed out. Any damage to the vehicle shall be reported immediately upon return. If the fuel is less than one quarter tank, it shall be filled prior to turn in. All trash shall be removed and ashtrays shall be emptied. If the interior of the vehicle has been soiled in any way, it shall be cleaned out by using the vacuum at the fuel island/car wash area at Central and Bryan (just west of the Municipal Justice Building). The exterior shall be cleaned at the automatic car wash at the same location.

The undersigned has read and understands the above requirements. The undersigned also certifies that he/she has all the valid licenses and permits required by law to operate the vehicle.

Signature and Date

**City of Orlando**  
**Fleet Management Division**  
**Vehicle Issue Form**  
  
for  
**Long Distance Use**

Name:

Employee Number:

Department:

Bureau:

Program Number:

Date Out:

Time Out:

Date In:

Time In:

The vehicle issued shall be used for City of Orlando official business only. The vehicle shall not be used for personal business in any way. It is the responsibility of the individual to obtain the vehicle and to arrange for the issue of a ProCard at Finance to pay for fuel and any vehicle breakdowns. Any damage to the vehicle shall be reported immediately upon return. The fuel tank shall be filled prior to turn in. All trash shall be removed and ashtrays shall be emptied. If the interior of the vehicle has been soiled in any way, it shall be cleaned out by using the vacuum at the fuel island/car wash area at Central and Bryan (just west of the Municipal Justice Building). The exterior shall be cleaned at the-automatic car wash at the same location.

The undersigned has read and understands the above requirements. The undersigned-also certifies that he/she has all the valid licenses and permits require by law to operate the vehicle.

Signature and Date

# City of Orlando

## Chief Administrative Officer

### Elected Official's Vehicle Request Form

Commissioner: \_\_\_\_\_

I request the following vehicle(s) to support the following City of Orlando function or activity: \_\_\_\_\_

\_\_\_\_\_

Vehicle Type:             Full Size Sedan  
                                  Mid Size Sedan  
                                  Compact Sedan  
                                  Van  
                                  Bus  
                                  Cargo (specify size) \_\_\_\_\_  
                                  Other \_\_\_\_\_

Date needed: \_\_\_\_\_

Time needed: \_\_\_\_\_

Deliver to: \_\_\_\_\_

CAO: \_\_\_\_\_

The vehicle issued is for City of Orlando official business only. All personnel driving the vehicle(s) will have valid licenses and permits as required by Local, State and Federal laws. The vehicle will not be used for personal business.

\_\_\_\_\_  
Signature and Date

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Fleet Management use only:

Date Request Received from CAO: \_\_\_\_\_

Date Delivered: \_\_\_\_\_

Time Delivered: \_\_\_\_\_

Delivered To: \_\_\_\_\_

Date Picked up: \_\_\_\_\_