

FLEET UNIT ABUSE

I. PURPOSE:

The following guideline establishes policies and procedures for effectively addressing and reducing the abuse of City-Owned Fleet Units.

II. POLICY:

It is the policy of the City of Little Rock that the abuse of City-Owned Fleet Units be charged directly to the using Departments as described in this procedure.

III. DEFINITIONS:

- A. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000.00, or greater, that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- B. Abuse: Damage resulting from the operation of a fleet unit with a disregard for the machines mechanical and structural limitations, unsanitary, dirty, etc.

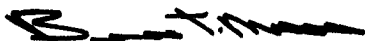
III. RESPONSIBILITY:

- A. The Fleet Services Department Director is responsible for revising the contents of this guideline and to furnish necessary guidance and/or information to ensure compliance with this guideline.
- B. Department Directors are responsible for the following:
 - 1. Disseminating this procedure and instructing all employees who operate City Fleet Units in its application.
 - 2. Any disciplinary action deemed necessary as a result of continued fleet unit abuse.
 - 3. Verifying or appealing billing of fleet unit abuse.
 - 4. If applicable, ensure that reports are filed utilizing the following forms:
 - a. Vehicle Incident Form
 - b. Supervisor's Vehicle Accident Form
- C. The Fleet Services Department Director is responsible for reviewing and billing all fleet unit abuse against the Organization's 4072 Budget Account.

IV. PROCEDURE:

- A. At the time fleet unit abuse is suspected, a Vehicle Abuse Form will be completed by the Fleet Services Department Maintenance Manager or his/her designee and submitted to the Fleet Services Department Director.
- B. If, after consideration by the Fleet Services Department Director, the repairs are approved for billing as abuse, and the abuse is less than \$150.00, the repairs will be accomplished and the user Department will be charged. If the abuse is more than \$150.00 the user Department Director, or their designee, will be called to review the abuse before the repairs are made.
- C. The Fleet Services Department will bill, or charge, the using Department for abuse in standard work order format, forwarding the following items to the Department Director, or his designee:
 - 1. Work Order
 - 2. Vehicle Abuse Form
 - 3. Vehicle Accident Supervisor Report
 - 4. Vehicle Incident Report
 - 5. Pictures for Documentation
- D. Any questions regarding the details of abuse charges should be directed to the Fleet Services Department Director, or his designee, for review.
- E. In cases where the using Department believes the charges are inappropriate, appeal may be made to the Assistant City Manager.
- F. The Assistant City Manager will set a meeting to hear both parties and make a final decision.

Approved:



Bruce T. Moore
City Manager