



ADMINISTRATIVE DIRECTIVE

MOTOR VEHICLE AND EQUIPMENT ACQUISITION, MAINTENANCE, REPAIR, RETENTION AND DISPOSAL	NUMBER 6.01-2	PAGE 1 of 4
	EFFECTIVE DATE September 15, 2015	

I. PURPOSE

To establish uniform policies and procedures to effectively manage and ensure proper utilization of the City of Tucson's motor vehicle fleet.

II. POLICY

All City of Tucson motor vehicle fleet management is centralized in the Fleet Services Division of the General Services Department. Departments are not authorized to purchase fleet units (as defined below) without approval from the Fleet Services Administrator.

III. DEFINITIONS

- A. **Additional Unit** – A fleet unit which is purchased, or added by a grant, loan, lease, confiscation, donation or the addition of a unit needed to meet operational needs due to the expansion of an existing program, or the addition of a new program.
- B. **Fleet Unit** – Any mechanized or towed item of rolling stock assigned a vehicle number by Fleet Services, including but not limited to automobiles; light, medium and heavy duty trucks; vans; trailers; forklifts; motorcycles; large equipment such as refuse trucks, graders, bulldozers, tractors, and loaders; other mechanized equipment designed to be towed by another vehicle, such as welding machines and generators.
- C. **Replacement Unit** – A like or similar fleet unit purchased to replace a turn-in unit.
- D. **Retained Unit** – A fleet unit approved for retention by the Fleet Services Administrator after the receipt of a replacement unit, or a surplus unit returned to service to meet a short- or long-term departmental program need.
- E. **Surplus Unit** – A fleet unit removed from service for sale at auction.
- F. **Turn-In Unit** – An existing fleet unit meeting replacement criteria to be removed from service upon issuance of its replacement unit.

IV. LIMITS OF RESPONSIBILITIES

A. **ACQUISITION, RETENTION AND ASSIGNMENT**

This directive applies to all city functions with the exception of Fire Department medical and fire response units and Sun Tran and Sun Van units.



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B. MAINTENANCE AND REPAIR

This directive applies to all city functions with the exception of Fire Department medical and fire response units; Sun Tran and Sun Van equipment; certain Sun Link equipment; certain Water Department construction equipment, certain Tucson Convention Center and Golf equipment and Parks and Recreation off-road equipment.

V. PROCEDURES

A. ACQUISITION OF FLEET UNITS

In all cases of vehicle and equipment acquisition, the Fleet Services Division will prepare recommended technical specifications in cooperation with the using departments. Fleet Services will prepare for all fleet units the purchase requisition, the direct release, or complete the pCard purchase.

1. Replacement Units

- a. Review of fleet unit replacement requests shall be performed by Fleet Services and are to be submitted as early as practical in the annual budget process.
- b. Departments shall designate a turn-in unit for approved replacement units. A substitution for a designated turn-in unit may be requested of Fleet Services on or before the time of turn-in. Fleet Services is authorized to approve or deny the request.

2. Additional Units

Justifications for additional units will include:

- a. A description of the program or additional service(s) being requested, and a statement as to how the requested fleet unit will be used in the realization of the program/service objectives, including the impact of not approving the requested purchase on the new program or additional services.
- b. Estimated average monthly use, hours, and miles.
- c. All requests to add additional units are to be submitted to Fleet Services and the Budget and Internal Audit Department for approval as early as practical in the budget process.



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- d. If a request is approved, the statement "additional unit," as well as a brief description of the program or service assignment, will be included on the purchase requisition.

B. RETENTION OF FLEET UNITS

1. All requests to retain replaced or surplus units shall be submitted by the requesting department director to the Budget Director and Fleet Administrator for review and approval using the General Services Department/Fleet Services Division Acquisition and Retention for Vehicle and Equipment Request Form (Attachment). Requests to retain a replaced fleet unit shall include at a minimum:
 - a. Unit description and purpose/mission.
 - b. Anticipated annual mileage (provided by requesting department).
2. A retained unit may remain in service until the using department requests its disposal or repair costs reach excessive limits, which shall be determined on a case-by-case basis, and in consultation with the using department.
3. When fleet units approved for retention and confiscated units approved for addition are turned in for disposal, they may not be used to justify the acquisition of replacement units.

C. ASSIGNMENT OF UNITS

It is the responsibility of each department to:

1. Assign vehicles to specific users.
2. Transfer vehicles between functions in order to maximize their useful lives.
3. Advise Fleet Services of any changes in vehicle organization assignments so that proper billing can be maintained.

D. MAINTANANCE, REPAIR AND EMISSIONS

1. It is the responsibility of the departments to bring vehicles in for scheduled preventive maintenance when notified by Fleet Services.
2. User departments must utilize Fleet Services for all maintenance and repairs except in the instance of vehicle failure during the course of out-of-town travel as noted in AD 6.01-4.



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- 3. Departments are required to bring vehicles into compliance for emissions when notified by Fleet Services. Failure to do so will result in fuel shut-off for the vehicle and requires immediate remedial action by the department to bring the vehicle into compliance.

E. DISPOSAL OF FLEET UNITS

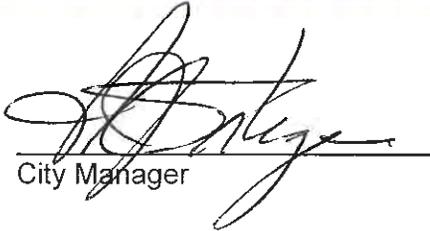
Disposal of units shall be conducted in accordance with Tucson City Code and Charter provisions relating to fixed assets and other equipment.

Appendices GSD/Fleet Services Division Acquisition and Retention of Vehicle and Equipment Request Form

References None

Review Responsibility and Frequency The General Services Director shall review this directive annually, based on the date of publication. Last review date: 5/22/07.

Authorized



City Manager

10/16/15

Date

GENERAL SERVICES DEPARTMENT/FLEET SERVICES DIVISION
ACQUISITION AND RETENTION OF VEHICLE & EQUIPMENT REQUEST FORM

Date _____

Requesting Department/Division _____

Please check appropriate box:

- A - Acquisition of Fleet Units (replacement and additional new unit)
- B - Retention of Fleet Units

A - Acquisition of Fleet Units:

I. Vehicle Funding (please check one):

- Direct purchase Account Number: _____
- Replacement fund
- Grant
- Others _____

II. Repair and Maintenance Funding (please check one):

- Direct charge Account Number: _____
- Monthly maintenance charge per mile/hour

III. Brief description why new unit or services is needed (Attach memo from department—REQUIRED)

B - Retention of Fleet Units:

Original turn-in date: _____
Anticipated annual mileage _____
Reason for retention – Memo from department _____

Approval Section

Section I - Requesting Department

Requestor's Name (please print) _____

Department Director's Signature _____

Section II - For Fleet Services Only

- Approved
- Denied

Fleet Services Administrator