



Administrative Directive

Title: Modifications to City Fleet Assets		Index Number: AD 3.16
Date of Adoption: 08/03/89	Date of Revision: 12/28/09	Page 1 of 2

1.0 Purpose and Need

From time to time Department Directors or their authorized designees desire to modify City fleet assets either mechanically (by changing or adding equipment) or aesthetically (by changing colors or adding decals or signs). The purpose of this directive is to establish the authority and guidelines for modifying City fleet assets.

2.0 Administrative Directive

City fleet assets are designed and equipped with three goals in mind: to perform specific jobs, to operate safely, and to have a consistent and quality City-wide appearance. It is not appropriate to modify any City fleet assets if it compromises any of these three goals.

3.0 Procedure to Accomplish Administrative Directive

- A. Only Department Directors or Division Administrators may request modifications to City fleet assets assigned to their department. No modifications may be made without following the process established in this directive.
- B. Written requests for modifications must be submitted to the Automotive Services Administrator. The request must contain a detailed description of, and justification for, the modification along with identification of the fleet asset(s) affected.
- C. The Automotive Services Administrator or authorized designee will evaluate the request using the three goals listed in Section 2.0 and will develop a cost estimate for the modifications.
- D. The approval of requests to modify City fleet assets will be made by the Automotive Services Administrator who will communicate the decision in writing to the requesting department.
- E. Based on the nature and cost of the modification, the requesting department may be required at this time to identify a funding source prior to proceeding with any modifications.
- F. Any unresolved issues will be forwarded to the Director of Public Works for final resolution.

4.0 Responsibility and Authority

Department Directors or Division Administrators shall be responsible for requesting modifications to City fleet assets assigned to their department. The Automotive Services Administrator shall be responsible for evaluation and approval of all requests and coordination of all modifications.

5.0 Definitions

Fleet Asset - Any licensed/unlicensed motor vehicle or equipment (on-road/off-road) owned, leased, maintained, insured by or loaned to the Virginia Beach Municipal Government. This includes all rolling stock, lawn equipment, aviation equipment, marine equipment, generators (stationary or portable), and pumps. Use or operation shall be defined as starting the ignition/motor and/or moving, towing or driving the City fleet asset.

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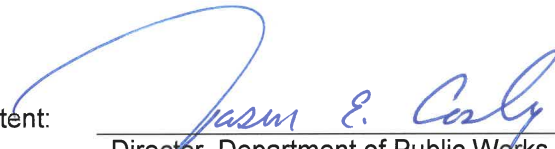
6.0 Specific Requirements


All modifications and additions require advance approval as outlined in Section 3.0 and shall include, but are not limited to, the following items:


- A. Audio or video devices such as radios, CD players, DVD players, cameras, etc.
- B. Emergency warning devices
- C. All non-factory installed accessories
- D. Private communication devices or accessories
- E. Window tinting
- F. Tire and wheel assembly
- G. Mounted tool boxes
- H. Bumper stickers, decals, signs, and advertisements
- I. Traffic control devices
- J. Global Positioning System (GPS) devices

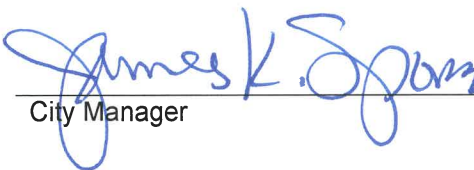
The Automotive Services Division shall coordinate all modifications to City fleet assets.

Any approved departmental rules, regulations or procedures governing the modification of City fleet assets that are not in conflict with this directive shall be considered a part of this directive and shall be enforced as such.

Approved as to Content:  28 DEC 09
Director, Department of Public Works Date

Approved as to Legal Sufficiency:  1/4/10
City Attorney's Office Date

Approved:  1/4/10
Deputy City Manager Date

Approved:  1/4/10
City Manager Date