



# Administrative Directive

<b>Title:</b> Repair and Maintenance of Fleet Assets by City Employees		<b>Index Number:</b> AD 5.07
<b>Date of Adoption:</b> 05/01/00	<b>Date of Revision:</b> 12/31/09	<b>Page</b> 1 of 3

## 1.0 Purpose and Need

The purpose of this directive is to clarify the responsibilities of all operators and mechanics not assigned to the Automotive Services Division of the Department of Public Works, concerning the proper procedures for maintenance and repair of City fleet assets. The various types of fleet assets used by City employees require diverse levels of skill and knowledge to operate and maintain. Failure to follow proper procedure concerning maintenance and repair of this fleet may result in serious bodily harm or severe damage to fleet assets. To insure a safe work environment and reduce further repair costs, only those employees with proper training and knowledge shall receive repair and maintenance authorization.

## 2.0 Administrative Directive

No City employee is to perform maintenance or repair of City fleet assets unless both their department/division and the City's Automotive Services Division specifically authorize that employee. Authorization for repair activity is limited only to identified fleet assets so authorized by both the department and the City's Automotive Services Division. Undertaking any other repair without specific authorization is strictly prohibited. Such unauthorized repair activities could result in serious bodily harm and/or increased future repair costs.

## 3.0 Procedure to Accomplish Administrative Directive

- A. Only Department Directors or authorized designees may request that their staff be authorized to perform repairs or maintenance on City fleet assets.
- B. Requests must be submitted to the Automotive Services Administrator in writing. Items to be completed on the checklist, as identified in paragraph 6.0, are exempt from this Administrative Directive.
- C. Requests must be specific for:
  - i. Persons for whom the Department Director or authorized designee is requesting authorization;
  - ii. Fleet asset(s) for which the authorization is requested; and,
  - iii. Types of repair or maintenance activities that the person may perform on the selected fleet asset(s).
- D. The Automotive Services Administrator will evaluate all requests and consider the following information:
  - i. The requested employee's qualifications, training and experience with the specific fleet asset;
  - ii. The employee's access to adequate repair equipment and facilities;
  - iii. The necessity for the employee to perform the requested repairs (both economically and logistically);
  - iv. The safety of the employee and other individuals.

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**3.0 Procedure to Accomplish Administrative Directive** (continued)

- E. During Heavy Equipment Operator training, Defensive Driving courses, and all in-house fleet asset training, the trainers will emphasize that employees are not to perform repairs on City fleet assets unless directly authorized to do such by both their department and by Automotive Services.
- F. In the event of a need for equipment repair at a work site where Automotive Services is not present, the employee is to contact their supervisor and Automotive Services for direction and assistance.
- G. On an annual basis, all repair authorizations shall be reviewed and approved by Automotive Services.

**4.0 Responsibility and Authority**

Department Directors or authorized designees shall be responsible for requesting repair of City fleet assets by employees assigned to their department. The Automotive Services Administrator shall be responsible for evaluating and approving all requests and providing written notification to departments.

**5.0 Definitions**

**Employee** - Employees of the Virginia Beach Municipal Government including City Council Members, Constitutional Officers, Appointed Officials, City staff, volunteers, and contracted staff. The term also includes any State and Federal employees affiliated with the Virginia Beach Municipal Government.

**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.

**6.0 Specifications**

Employees will consult their respective supervisors and the City's Automotive Services Division as to their specific authorization to perform maintenance and repair of City fleet assets. Under no circumstances will an employee undertake such maintenance or repair without prior written authorization and training.

The following checklist items are exempt from this directive as they are to be performed by all operators of City fleet assets prior to use:

- i. An overall visual inspection to be performed prior to operation
- ii. Checking of fluids (oil, coolant, master cylinder where site windows are provided)
- iii. Checking tires
- iv. Changing of flat tires (only if required tools are on vehicle)

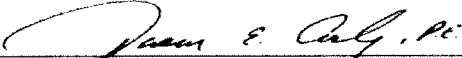

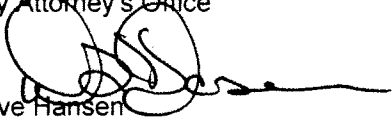
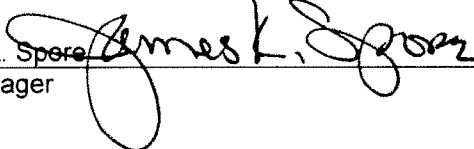
Should an employee possess a Commercial Driver's License (CDL), a Driver Vehicle Inspection Report is required to be completed for both pre-trip and post-trip operation of licensed fleet assets. Any defective items shall be noted and the fleet asset shall be transported to an Automotive Services facility for necessary repairs.

Should a City fleet asset be involved in an accident, reporting shall be conducted in accordance with AD 5.02 Department Reporting Procedures as specified in the City's Departmental Reporting Policy and Procedures Manual, and in accordance with City Policy 7.00 C.U.R.E.D. City Unit Review for Equipment Damage. This includes transporting of any involved City fleet assets to the Automotive Services facility on Leroy Road within 24 hours of the accident for the purpose of a picture and estimate of damages.

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**6.0 Specifications** (continued)

Any approved departmental rules, regulations or procedures governing the repair and maintenance 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:	 _____ Director, Department of Public Works	12/31/09 _____ Date
Approved as to Legal Sufficiency:	 _____ Mark Stiles City Attorney's Office	2/18/10 _____ Date
Approved:	 _____ Dave Hansen Deputy City Manager	2.22.10 _____ Date
Approved:	 _____ James K. Spore City Manager	2/23/10 _____ Date