

# Development Authority of the North Country Governance Policies

Subject: **Fleet Management Policy**

Adopted: **01-28-2021**

Resolution: **2021-01-02**



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## FLEET MANAGEMENT POLICY

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## SECTION 1.0 SUMMARY

This document establishes the Development Authority of the North Country's policy for the acquisition, maintenance, acceptable use and designation of Authority light duty, over-the-road vehicles, including cars, pick-up trucks and SUV's. This policy shall apply to all Authority employees authorized by the Authority to use company and personal vehicles for business use.

## SECTION 2.0 PURPOSE & BACKGROUND

The purpose of this policy is to establish criteria and procedures for the acquisition, maintenance, acceptable use and designation of Authority owned or leased vehicles. Use of the vehicle is a benefit granted by the Authority, subject to change at the direction of Authority management. This policy shall apply to all Authority employees authorized by the Authority to use vehicles, and establishes a single policy to guide vehicle management practices.

## SECTION 3.0 FLEET MANAGER

A Fleet Manager will be designated by the Executive Director, and be responsible for the following:

- a. Evaluate and recommend all vehicle procurement actions to the Executive Director, and direct authorized procurements
- b. Review vehicle designations and use agreements
- c. Establish and implement maintenance procedures
- d. Identify surplus vehicles for sale or disposition
- e. Maintain vehicle documentation, history and other records
- f. Monitor direct and indirect fleet costs

## SECTION 4.0 VEHICLE ACQUISITION

4.1 The acquisition, designation and use of vehicles shall be based on all available options for securing transportation. This should reflect the statewide policy objectives of using the most economical means of transportation, acquiring vehicles in a cost-effective manner, and becoming more energy efficient and environmentally aware in accordance with the Federal Energy Policy Act (EPAAct), Executive Order No. 111 and Executive Order No. 142.

**A. Light Duty Vehicles:** The purchase or lease of light duty vehicles (Class I – compact/subcompact sedans) will be focused on obtaining the most fuel-efficient vehicles available on State Contract that will meet the operational needs of the users. When purchasing vehicles, the use of Discretionary MWBE will be considered providing that pricing is competitive with what can be obtained on State Contract. Non-State contract vehicles will be considered only when necessary. The purchase or lease of larger vehicles, small trucks and 4-wheel drive vehicles will be determined based on the following:

1. Service vehicle use requirements, if applicable
2. Significant off-road or undeveloped road travel in the course of job accomplishment
3. Significant winter time travel in areas that have high accumulations of snow
4. A significant need for towing and passenger carrying capability
5. Additional passenger and/or cargo room is required and/or other special circumstances apply

**B. Acquisition Analysis:** Most vehicle acquisitions made by the Authority will be for the replacement of existing assets, however new (additional) vehicles will be purchased by the Authority as required and pursuant to Board authorization.

1. **Replacement Vehicles:** Vehicles may be eligible for replacement based on the following factors:
  - a. **Age:** When a vehicle is ten or more years of age.
  - b. **Mileage:** When a vehicle has accumulated over 100,000 miles.
  - c. **Use:** Vehicles used primarily for on-road purposes may be replaced sooner than those used primarily for off-road purposes (i.e., landfill vehicles).
  - d. **Damage:** Vehicles that have been involved in an accident and damaged beyond repair.
  - e. **Deterioration:** Once a vehicle deteriorates to the extent that it is no longer economically repairable.
  - f. **Lease Expiration:** If applicable.
2. **New (additional) Vehicles:** New vehicles will be purchased only in support of new tasks. Prior to making any purchases of new vehicles, full consideration will be given to the ability to satisfy the new requirement via realignment of existing vehicles in the fleet.
3. **Purchase Analysis:** The Authority will adhere to its Procurement Policy for the acquisition of fleet vehicles. Authority staff shall consider NYS Contract pricing, MWBE Discretionary, etc. On a periodic basis, the Fleet Manager may consider the cost vs benefit of leasing vehicles; such review shall be conducted and documented as deemed appropriate. In most cases, unless other determining factors outweigh the cost vs. benefit, the lowest long-term cost option will be selected.

**4.2** In all cases, written justification for replacement of new vehicles will be prepared, along with justification of the specific vehicle selected, which will include a written analysis of appropriateness of vehicle type. If the lowest long-term cost option will not be selected, a written justification detailing other determining factors will be included with the analysis. Such justification will be prepared by the Fleet Manager and approved by the Executive Director.

## **SECTION 5.0 VEHICLE DESIGNATION**

**5.1** The Executive Director shall not be assigned a permanent vehicle, but shall have unrestricted use of fleet vehicles.

**5.2** Certain on call response employees may be assigned long-term use of vehicles as authorized by the Executive Director. Such designations will be considered only to the extent that the primary work tasks for each of these employees is to service multiple Authority and customer facilities throughout the region, and provide emergency response thereto. All employees assigned a company vehicle must execute a Vehicle Use Agreement (attachment 1), an Imputed Income Statement (attachment 2) and Initial Inspection Form (attachment 3).

**5.3** The Fleet Manager will review the use of all vehicles, including an analysis of underused vehicles, and will recommend adjustments in the designation of vehicles in order to maximize the useful life of the vehicles.

**5.4** The taxable value of use of an employer provided non-exempt<sup>1</sup> vehicle is subject to income and Social Security/Medicare taxes and must be report as income on an employee's W-2 Statement. The Authority will withhold Federal, State, Local, and Social Security/Medicare taxes as required. The amount is not considered salary for the purposes of computing retirement benefits. An employee provided with an Authority vehicle to drive to and from work for valid business reasons in accordance with this policy shall report the value of the personal use (commuting) for taxable purposes for the period from November through October for each year. The report shall be made by the employee completing and signing the appropriate Authority form (attachment 2). **All report forms must be submitted to the Authority Fleet Manager no later than November 15<sup>th</sup>, or W-2 Statements will have to be held and corrected W-2 Statements reissued.**

An employee using an Authority vehicle is subject to taxation on the value of commuting when an employee leaves their house using an assigned company vehicle and reports to any location to perform work related duties. The trip from their house to the work location is one trip. The trip from a work location to home is another trip.

There are two methods contained in the Internal Revenue Code (Publication 15-B) to determine the taxable value of personal use of the Authority provided vehicle, but because Authority employees are prohibited from using the vehicle for personal purposes under this policy, they may only use one method, the "Commuting Rule," for reporting. The IRS determines the value of each one-way commute (or trip). This amount shall be adjusted per IRS guidelines as appropriate.

**5.5 Motor Pool Vehicles:** All other vehicles shall be considered motor pool vehicles. All drivers must comply with vehicle use guidelines and will sign a Vehicle Use Agreement (attachment 1). The Fleet Manager will review the use of all pool vehicles, including an analysis of underused vehicles, and will recommend and/or implement adjustments as required. A Vehicle Manager at each location will be named for each motor pool vehicle to ensure compliance with these policies and effective utilization. The Vehicle Manager will serve as the point of contact for the Fleet Manager.

**5.6** Each year and as part of the annual budget process, the Fleet Manager will provide a detailed fleet spreadsheet to Division Managers and Executive Management. Such fleet spreadsheet will include: vehicle description (year, make, model), actual miles per vehicle, acquisitions and elimination of vehicles, number of alternative fuel vehicles in the fleet, number of vehicles with specialized alterations, Division, driver. Subsequent to review with Managers, the Fleet Manager will make recommendations to Executive Management for acquisition or elimination of vehicles. If a vehicle is leased, the lease expiration, lease number, monthly payment, vendor, and miles allowed by lease will be provided.

Also, as part of the annual budget process, the Fleet Manager will review any underused vehicles and provide a written justification for retaining any vehicles with annual mileage under 10,000.

## **SECTION 6.0 VEHICLE USE**

### **6.1 Vehicle Use Guidelines:**

- A.** All drivers must have a fully executed Vehicle Use Agreement on file with Human Resources; have a New York State driver license, and any necessary endorsements. A driver license must be current and not under suspension. If an employee's driver license is suspended or revoked, HR must be notified immediately.

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<sup>1</sup> The Authority has no vehicles which are exempt under the Code at the time of this revision.

- B. All employees receiving a traffic violation (moving or non-moving) while in a company vehicle must report the violation to their manager and HR. Employees in a personal vehicle, but on company time, who receive a moving violation must report the violation to their manager and HR.
- C. All employees utilizing their own personal vehicles for business related activities must maintain personal automobile liability insurance coverage.
- D. Drivers must comply with all traffic laws and regulations and are liable for any penalties resulting from violating traffic laws and regulations that are caused or incurred by his/her operation of a vehicle (e.g., speeding or parking tickets).
- E. HR will obtain and review employee Motor Vehicle Records periodically to ensure compliance with Authority policy requirements.
- F. Those employees that are required to operate an Authority vehicle must attend a Defensive Driving course and Vehicle Safety Training offered by the Authority as required.
- G. Those employees assigned an Authority vehicle must complete an Initial Vehicle Inspection Form (Attachment 3) prior to driving the vehicle for the first time. Completed forms should be signed by the employee, approved by the employee's manager and sent to the Fleet Manager for review and retention.
- H. All vehicles will be used for **official Authority business only**. Only those passengers and/or materials necessary to conduct this business will be transported. It is the shared responsibility of the Fleet Manager, managers, supervisors, and employees to ensure that vehicles are used properly. The misuse of a vehicle may result in appropriate disciplinary action.
- I. Employees driving an assigned vehicle shall keep an updated logbook that includes the date of travel, the beginning mileage, the destination and the ending mileage and any other information as prescribed by the Fleet Manager. This logbook will be provided by the Fleet Manager. Completed books should be turned into the Division Manager or Vehicle Manager for retention. For pool vehicles, employees shall complete the same information per trip, along with the name of the employee using the vehicle.
- J. Except for landfill vehicles, which may receive on-site fuel and/or maintenance, all vehicles are provided a vehicle specific fuel card. Drivers are assigned a PIN number which must be used with any fuel card purchase. **All** purchases of fuel, maintenance and other items needed for the operation of a fleet vehicle, and emergency repairs (e.g. flat tire) will be made using **only** the fuel card. Only in an emergency situation where the repair shop does not accept the fuel card, may vehicle maintenance be secured with a personal credit card or cash; however, to the extent possible, employees shall contact the Fleet Manager or immediate supervisor before emergency repairs are completed. All purchases must be accompanied by a proper receipt; payment for purchases not accompanied by proper documentation will be the responsibility of the operator. Procedures for purchasing fuel require the operator to enter a PIN number and current odometer reading. All fuel purchase transactions made with the fuel card shall be done inside. The fuel card will not be swiped at the gas pump unless there is no other option. The Fleet Manager will review fuel card monthly statements to verify specific transaction information including, but not limited to: date, time, location, amount, and type of each purchase. In addition, detailed fleet management transaction reporting, such as the average mileage of vehicles or the frequency and timing of purchases will be monitored to assist the Fleet Manager in evaluating employee compliance with this Policy and scheduling maintenance. Use of the fuel card for personal vehicles is not authorized,

and may result in revocation of the vehicle use benefit, or other disciplinary action as appropriate.

- K.** Use of seat belts by drivers and all passengers, regardless of seating locations, is mandatory.
- L.** Because of the potential safety risks involved and to ensure compliance with State law, the use of hand-held mobile phones while operating an Authority vehicle, is prohibited. Hands free phones and communication devices can be used while operating an Authority vehicle.
- M.** The sending or viewing of emails or text messages while driving is strictly prohibited.
- N.** The use of headlights is required at all times. Vehicles equipped with daytime running lights may utilize that function during daylight hours. All other vehicles will turn on the headlights while operating the vehicle.
- O.** A vehicle will never be operated by an individual when under the influence of alcohol, illegal drugs, or prescription drugs that impair the ability to operate a motor vehicle. Also, possession and/or use of alcohol, illegal drugs, or other intoxicating substances in an Authority vehicle are strictly prohibited.
- P.** The carrying of firearms and other weapons in an Authority vehicle is prohibited, with the exception of special situations at the MMF, which may require the use of a firearm to euthanize injured and/or nuisance wildlife. (Refer to the Health & Safety Manual for further details).
- Q.** Authority vehicles will be secured and locked when left unattended.
- R.** An Authority vehicle is considered an extension of the workplace. As such, smoking in the vehicle is prohibited.
- S.** When an employee is in official travel status (more than 100 miles from both the official duty station and place of residence), the employee is on official business. Employees in travel status are permitted to use Authority vehicles for transportation to home, eating places, and other places for reasonable necessities and amenities incidental to a field trip or other official business. An Authority vehicle may be taken home the day prior to and the last day of a planned trip when waiting to obtain or prematurely returning a vehicle would result in inefficient use of human or fiscal resources.
- T.** Employees are not permitted to use Authority vehicles for personal reasons, including stops for food and drink, unless the use is incidental to official business. An example is employees whose duties necessitate "in-service" area travel (traveling within a 100 mile radius of their official work station on Authority business) for the majority of their day. In such circumstances, employees are allowed to stop for food or drink purchases or required meal breaks. Employees that spend the majority of their day at their duty station should not use Authority vehicles for personal reasons while out on official Authority business. Any circumstances outside of this would need prior approval from the appropriate Division Manager.
- U.** All Authority vehicles are required to have official license plates and logos, except as authorized by the Executive Director.
- V.** Except as required by traffic, weather, or road conditions, travel should be by the most direct route possible, taking into consideration cost effectiveness, actual distance traveled, and the time to travel such distance.

## **6.2 Selection of Authority/Private/Rented Vehicle Support:**

The most cost-efficient means of vehicle transportation will be used whenever possible. Initial consideration will always be given to the use of an Authority vehicle whenever one is available.

If it is determined more cost-efficient or if use of an Authority vehicle is inappropriate, with the manager's approval, employees may choose to use their personal car. If an Authority vehicle is not available or is inappropriate and the employee chooses not to use their personal vehicle, use of a rental vehicle is authorized with prior approval of the manager. Managers should use sound fiscal management principles when determining if employees use an Authority vehicle, their own vehicles with reimbursement, or a rental vehicle. The goal of this policy is to be cost-efficient yet flexible given the specific circumstances.

Exceptions to the use of an Authority vehicle include:

1. Employees with physical disabilities or who have a documented medical condition requiring use of a personal or specially equipped vehicle.
2. Manager approval of the use of a privately owned vehicle or rental vehicle when use of an Authority vehicle would likely raise the perception of misuse of public assets or be counterproductive such as during an investigation.
3. Manager approval of the use of a privately owned vehicle or rental vehicle when use of an Authority vehicle would present an unwarranted and counterproductive hardship on the employee (e.g., employees traveling from an end-of-day meeting which would require backtracking to pick up a personal vehicle from a work location).
4. The Authority may not dedicate a vehicle to specific individuals except in extraordinary circumstances approved by the Executive Director, and the use of such vehicle shall strictly be for carrying out Authority duties.

## **6.3 Parking Authority Vehicles:**

It is the policy of the Authority that all vehicles shall be parked at official Authority facilities except those vehicles designated to employees per Section 5.0.

## **6.4 Vehicle Misuse:**

The unauthorized and/or inappropriate use of a vehicle is considered misuse and includes the following:

1. Use of the vehicle for personal gain
2. Transportation of family or friends in support of non-work related activities
3. Loaning of the vehicle to a non-Authority employee

The unauthorized or inappropriate use of an Authority vehicle or any violation of this policy may result in the revocation of Authority vehicle use privileges and may subject an employee to formal disciplinary actions.

## **SECTION 7.0 VEHICLE PREVENTATIVE MAINTENANCE**

The Fleet Manager is responsible for overseeing the routine service and maintenance of all vehicles. Vehicle service and maintenance will be performed per factory recommendations

specific to each manufacturer and vehicle. A minimum of once a month, the Fleet Manager will record the odometer reading of all Authority Over the Road (OTR) vehicles in a computerized maintenance program. The computerized maintenance program is pre-programmed for vehicle preventative maintenance based upon set mileage intervals, with the exception of some vehicles that are based on a time interval because of minimal mileage. The maintenance program will generate a work order when the threshold for the next preventative maintenance service is reached. An auto-generated email notification that a work order has been created is sent to the Fleet Manager and the designated Vehicle Manager. The Vehicle Manager will notify the driver of the assigned vehicle and what service is required. The driver of the vehicle then performs the service or maintenance on the vehicle and returns the receipt or invoice to the Vehicle Manager, who enters the information into the computerized maintenance program. Drivers will not have routine Preventative Maintenance work performed in advance of a work order being generated without the authorization of the Fleet Manager. If the Preventative Maintenance work is warranted prior to the next mileage interval being reached, the Fleet or Vehicle Manager will manually create a work order for the service. The Fleet Manager tracks any and all service and maintenance through both the computerized maintenance system and the fuel card monthly invoice. The Fleet Manager will review mileage on each vehicle on a monthly basis. The average monthly mileage will determine which, if any, vehicles should be rotated to ensure maximum vehicle utilization. The Fleet Manager will notify the Division Manager of any driver who is not performing scheduled maintenance as required, and follow-up until in compliance.

## **SECTION 8.0 UNSCHEDULED MAINTENANCE**

The Fleet Manager will be notified immediately by the driver of the vehicle of the need for unscheduled maintenance, including recalls, warranty work, general body repair or tire wear, and vehicle modifications or accessories. The Fleet Manager will assess the unscheduled maintenance and make the determination as to where and when repairs will be made. Generally, maintenance is performed in-house or is authorized through a purchase order. A work order must be prepared by either the Fleet or Vehicle Manager for all unscheduled maintenance. Any invoices for parts, outside labor or other costs must be entered in the work order and supporting documentation attached. When the work order is prepared by the Vehicle Manager, the Fleet Manager must be listed on the work order (as supervisor) so as to receive notifications when work orders are generated and work is being done on Authority vehicles.

## **SECTION 9.0 EMERGENCY MAINTENANCE**

For emergency repairs, the vehicle shall be driven or towed to a secure location. If emergency repairs are required, employees shall contact the Fleet Manager or immediate supervisor before emergency repairs are completed. Minimum essential vehicle repairs may be accomplished using the fuel card. Only in an emergency situation where the repair shop does not accept the fuel card, may vehicle maintenance be secured with a personal credit card or cash. A work order must be created for all emergency repairs and all costs captured in the work order.

## **SECTION 10.0 OPERATOR RESPONSIBILITY**

All drivers of an Authority vehicle are responsible for the proper care of the vehicle. The following operator care procedures will be followed:

1. Drivers will ensure that the engine coolant and oil levels are maintained at the proper level. The lights, wipers, belts and transmission fluid will be checked and corrective action taken as needed.
2. Tire pressure will be checked and properly maintained.



3. When needed, drivers will change flat tires, if possible, or make arrangements to have them changed. Tire replacement must be pre-approved by the Fleet Manager before purchase. A work order must be created for all tire purchases and the costs captured in the work order. Tire purchases will be at the nearest OGS contract facility. Exceptions will be on an emergency basis only.
4. Drivers will be responsible for completing scheduled maintenance as required.
5. Warranty issues will be reported to the Fleet Manager and scheduled for repair at the nearest dealer facility. A work order must be created to document the repairs, even if there is no charge for the repairs.
6. Annual New York State vehicle inspections will be performed at the MMF site whenever practical.
7. Drivers will be responsible for keeping the vehicle clean.

## **SECTION 11.0 VEHICLE ACCIDENT REPORTING PROCEDURES**

Vehicle Accident Reporting Procedures: The Operator of any Authority vehicle involved in an accident will ensure the incident is reported as outlined in the Health & Safety Manual. An Accident Report Form, copies of which will be kept in each vehicle, shall be completed and filed within 24 hours of the incident.

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Revision/Review Approval Date: March 27, 2008  
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Revision Date: July 2, 2009; Resolution No. 2009-07-05  
Revision Date: December 3, 2009; Resolution No. 2009-12-10  
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Revision Date: March 23, 2017; Resolution No. 2017-03-29  
Revision Date: January 28, 2021; Resolution No. 2021-01-02

**Attachment 1**

**FLEET MANAGEMENT POLICY**  
**Vehicle Use Agreement**

I have been approved to drive an Authority vehicle or have been authorized to drive my personal vehicle on company time and acknowledge and understand the following terms and conditions:

1. When the Authority makes a vehicle available for my use, I will use it for the performance of my official duties only and the subject vehicle will not be used for personal business.
2. Unauthorized use of any Authority vehicle may result in the revocation of vehicle privileges and cause me to be subject to appropriate disciplinary measures.
3. If I am assigned an Authority vehicle, I agree to provide the Fleet Manager with an actual statement of personal use as stated in Section 5.4 and attachment #2 of the policy.
4. I am responsible for the proper care of the Authority vehicle. I will maintain the vehicle pursuant to the Fleet Management Policy. If driving a pool vehicle, I will notify the proper Vehicle Manager if vehicle maintenance is needed.
5. At no time will non-Authority passengers be traveling in an Authority vehicle with the exception of work related matters and emergencies.
6. I have a valid New York State driver license for the vehicle I will be operating. If my license ever becomes suspended, revoked, or restricted, I will notify my manager immediately and I realize that my vehicle privileges may be impacted.
7. If I receive a traffic violation (moving or non-moving) in a company vehicle, I will report that violation to my manager and HR as soon as possible but no later than the next business day. If I am in my personal vehicle, but on company business, and receive a moving violation I will report that violation to my manager and HR as soon as possible but no later than the next business day.
8. When driving a personal vehicle for business related activities, I will maintain personal automobile liability insurance coverage.
9. I understand that I am required to attend the Defensive Driving course and Vehicle Safety Training provided by the Authority.
10. I have read, understand and agree to follow the Fleet Management Policy.

The undersigned acknowledges the above statements:

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

Attachment 2

ACTUAL STATEMENT OF PERSONAL USE  
FOR AUTHORITY PROVIDED VEHICLE

Reporting Year: November 1, 20xx – October 31, 20xx

THIS FORM IS TO BE COMPLETED BY AUTHORITY EMPLOYEES THAT ARE PROVIDED AN AUTHORITY VEHICLE FOR AUTHORITY BUSINESS PURPOSES. PLEASE COMPLETE THIS FORM BY COMPUTING THE ACTUAL NUMBER OF TRIPS (HOME TO WORK LOCATION and WORK TO HOME LOCATION) MADE BETWEEN NOVEMBER 1, 20xx AND OCTOBER 31, 20xx UTILIZING AN AUTHORITY PROVIDED VEHICLE.

Please complete sections 1 & 2 below, sign and submit to the Fleet Manager no later than November 15<sup>th</sup>.

EMPLOYEE NAME: \_\_\_\_\_

**#1 SPECIAL COMMUTING RULE**

\_\_\_\_\_ X \$ \_\_\_\_\_ \* = \_\_\_\_\_  
ACTUAL NO. TRIPS COMMUTING TAXABLE FRINGE BENEFIT AMOUNT  
(From home to any work location is considered one trip and any work location to home is considered one trip) (Amount will be reported on W-2)

**#2 USE THE 20xx ACTUAL # OF TRIPS AS MY ESTIMATE FOR 20xx**

YES \_\_\_\_\_ NO \_\_\_\_\_

If NO, what will your estimated # of trips be for 20xx? \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\* Note: See Internal Revenue Service Publication 15-B, "Commuting Rule" section for the most recent value of one way commute or call the Authority Comptroller for the current value.

## Attachment #3

### Initial Vehicle Inspection Form

(To be completed by the employee once they are assigned a company vehicle)

INSPECTION		
DATE:	NAME:	DIVISION:
VEHICLE:	PLATE #:	MILEAGE:
EXTERIOR (CHECK IF WORKING/FREE FROM DEFECT)		
HEADLIGHTS (HIGH & LOW BEAMS)		<input type="checkbox"/>
TAIL LIGHTS		<input type="checkbox"/>
BRAKE LIGHTS		<input type="checkbox"/>
TURN SIGNALS (FRONT & REAR)		<input type="checkbox"/>
4-WAY FLASHERS (FRONT & REAR)		<input type="checkbox"/>
REVERSE LIGHTS (BACK-UP LIGHTS)		<input type="checkbox"/>
LICENSE PLATE LIGHT		<input type="checkbox"/>
WINDSHIELD & WINDOWS		<input type="checkbox"/>
WINDSHIELD WIPER BLADES		<input type="checkbox"/>
MIRRORS		<input type="checkbox"/>
EXTERIOR- BODY (CHECK IF PRESENT AND USE DIAGRAM TO DESCRIBE AND SHOW LOCATION)		
MINOR SCRATCHES		<input type="checkbox"/>
MAJOR SCRATCHES		<input type="checkbox"/>
EXTERIOR DENTS (MINOR)		<input type="checkbox"/>
EXTERIOR DENTS (MAJOR)		<input type="checkbox"/>
OTHER EXTERIOR DAMAGE		<input type="checkbox"/>
TIRES (CHECK IS ACCEPTABE)		
GENERAL CONDITION (LOOK FOR CRACKS, UNEVEN WEAR, ETC...)		<input type="checkbox"/>
TREAD DEPTHS (5/32" MINIMUM)		<input type="checkbox"/>
TIRE PRESSURE (CHECK VEHICLE DRIVERS MANUAL FOR SPECS)		<input type="checkbox"/>
INTERIOR		
GENERAL CONDITION (NOTE ANY STAINS, DAMAGES, CLEANLINESS):		
GAUGES/WARNING LIGHTS (LIST ANY INDICATORS THAT ARE ON):		

SEAT BELTS (CORRECT NUMBER AND WORKING)	<input type="checkbox"/>
HORN (CHECK IF WORKING)	<input type="checkbox"/>
<b>COMMENTS</b>	
USE THIS SECTION TO NOTE ANY CONCERNS (I.E. NOISES THE VEHICLE IS MAKING OR OTHER DAMAGES NOT DESCRIBED ABOVE):	

Complete this form and **return to the Fleet Manager**.

This form will be uploaded into the asset software under the appropriate vehicle asset.

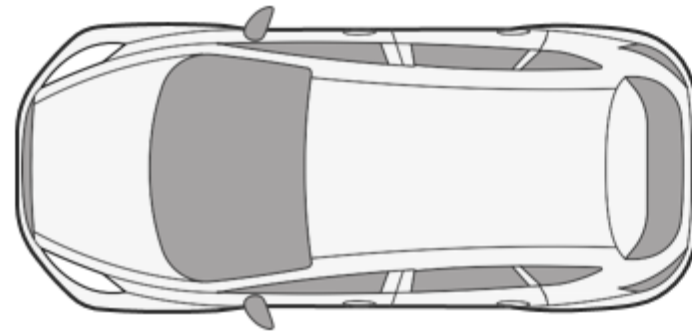
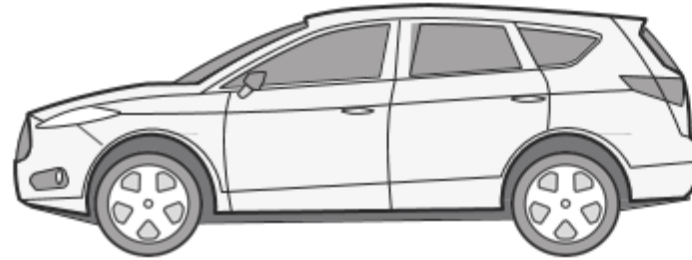
Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**VEHICLE EXTERIOR - DAMAGE REPORT**

**SUV**

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**PICK UP**

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