

Instructions for Department Vehicle Inventory Form

Below are the instructions for completing the Department Vehicle Inventory List. This form is required by City Policy P104 City Vehicles. The City Manager is required to maintain an up-to-date list of all city vehicles and the status of them. All take home vehicles must be approved by the City Manager.

Vehicle Type	List the type of vehicle being driven.
Category	As required in P104 City Vehicle Policy - the city has two (2) categories of vehicles. Category I - Emergency Vehicles and Category II - Benefit Eligible Vehicles. See section "C. Category of Vehicles" for detailed definitions.
Take Home	All vehicles must be identified as to whether or not they are being driven home every evening by an assigned driver.
Reason	Provide a reason why each driver is assigned to a city vehicle especially if it is a take home vehicle.
Approved by City Manager	Department Heads must identify all vehicles as to their use and purpose. The City Manager is the only representative that can approve or deny the requests for take home vehicles.
Assigned or Pooled	Identify if the vehicle is being assigned to a particular employee or being used as a "shared" or "pooled" vehicle for more than one (1) employee. If it is a "shared" vehicle, please list it as "pooled."
Assigned Driver's Name	Insert the City Employee's Name that is the assigned person. If the vehicle is being used as a pooled vehicle you do not need to list all potential drivers. Pooled status - leave this space blank.

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