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Chapter 1

MOBILE EQUIPMENT POLICY AND PROCEDURE

PURPOSE

To prescribe uniform procedures, standards, and accountability for the specification, procurement, identification, use, management, maintenance, and disposal of vehicles and equipment by the Florida Department of Transportation (Department).

AUTHORITY

Sections 20.23(3)(a), 287.14, 287.17, 287.151, 334.044(2) and 334.048(3), Florida Statutes (F.S.), and Rule 60B-1, Florida Administrative Code (F.A.C.).

SCOPE

The Office of Maintenance is required to maintain this Manual and provide updates as changes occur. The District Maintenance Engineer/Administrator is responsible for ensuring that all guidelines and operating procedures are adhered to within his or her Districts.

REFERENCES

Topic No. 001-010-015, Tobacco Use Policy
Topic No. 001-260-001, Quality Assurance and Quality Control
Topic No. 250-000-010, Driver’s Record Requirements
Topic No. 350-040-001, Reporting Vehicle Fringe Benefits
Topic No. 350-090-310, Tangible Personal Property
Topic No. 375-040-020, Commodities and Contractual Services Procurement Manual
Topic No. 400-000-005, Fuel & Maintenance Card
Topic No. 500-000-015, Loss Prevention Manual

TRAINING

None required.

FORMS

Forms referenced in Chapters 1, 2, 3, and 4 of this Manual are available from the Department’s Forms Library.
ABBREVIATIONS

1. DFM - District Fleet Manager
2. DHSMV - Department of Highway Safety and Motor Vehicles
3. DMEA - District Maintenance Engineer/Administrator
4. DMS - Department of Management Services, Bureau of Motor Vehicles and Watercraft Management
5. FDOT - Florida Department of Transportation
6. FLAIR - Florida Accounting Information Resource
7. FMIS - Fleet Management Information System
8. MMS - Maintenance Management System
9. MEOEM – Maintenance Engineer/Operations Engineer/Manager
10. OOM - Office of Maintenance
1.1. GENERAL RESPONSIBILITIES

1.1.1. The Office of Maintenance shall have the following responsibilities, in accordance with Chapter 20, Florida Statutes and related management policies and guidelines.

1.1.1.1. Set policy and promulgate procedures for all equipment and vehicle related matters for the FDOT statewide.

1.1.1.2. Coordination and management of equipment funding and replacement.

1.1.1.3. Review and approve all equipment and vehicle acquisitions.

1.1.1.4. Coordinate training of personnel whose positions primarily relate to equipment and vehicles.

1.1.1.5. Quality assurance of all vehicle and equipment related matters statewide. This includes approval and monitoring of the Fleet Quality Control program and activities.

1.1.1.6. Coordinate the following vehicle and equipment related activities with the Office of Maintenance Roadway Section, which shall be responsible for their accomplishment.

   a) Gathering and analyzing data relating to utilization, down time, operating cost, and other information necessary for the management of the FDOT equipment fleet.

   b) Coordination of Equipment Management Information Systems.

   c) Any other vehicle and/or equipment related function which the Office of Maintenance determines is better handled centrally to maximize the effectiveness and efficiency of FDOT fleet operations.

   d) Management of the statewide Automated Fuel System, including fuel system maintenance contracting and data collection.

1.1.2. The District Maintenance Engineer/Administrator (DMEA) assisted by the District Fleet Manager (DFM), shall be responsible for:

1.1.2.1. Ensuring all Office of Maintenance policies and procedures are properly executed.

1.1.2.2. Review of vehicle assignment application, equipment requirements,
and utilization (both miles and days used). Ensure compliance with fleet policy and procedure and maximize sharing opportunities within and across districts.

1.1.2.3. In cooperation with other districts and the Office of Maintenance and in coordination with FDOT’s statewide emergency response system, review vehicle equipment emergency response needs and development of a statewide plan to maximize response capability while minimizing owned equipment requirements.

1.1.2.4. In cooperation with other districts, participate in the review of common vehicle assignments statewide and provide input to the Office of Maintenance on common vehicle specifications for statewide use.

1.1.2.5. Prompt reassignment or disposal of all vehicles and equipment that are not fully utilized.

1.1.2.6. Timely and accurate recording of data in accordance with policy and practice.

1.1.2.7. Purchase of vehicles and equipment in compliance with Office of Maintenance policy and procedure. This includes analysis of vehicle and equipment needs and utilization.

1.1.2.8. Disposal of vehicles and equipment in compliance with Office of Maintenance policy and procedure.

1.1.2.9. Accurate recording of data and support of the vehicle information system as required.

1.1.3. Maintenance Engineer/Operations Engineer/Manager (MEOEM) are responsible for vehicle and equipment maintenance shops located in their area. Specific equipment and vehicle related responsibilities include:

1.1.3.1. Adhering to all vehicle policies and procedures.

1.1.3.2. Maintenance and repair, in accordance with all required procedures and schedules, of all vehicles and equipment assigned to area shops, as well as other FDOT vehicles on travel status within their service area.

1.1.3.3. Inspection of new vehicles and equipment arriving at area shops for conformance to purchasing specifications.
1.1.3.4. Preparation of new vehicles for assignment and use.

1.1.3.5. Review of vehicle assignment application, equipment needs, and utilization (both miles and days used). Ensure compliance with fleet policy and procedure, maximize sharing opportunities within and across districts, coordinate needs for new equipment with the DMEA or his or her designee, and surrender for disposal all equipment which is not utilized in accordance with Chapter 1, Section (5) of this Manual.

1.1.3.6. Provide all required vehicle and equipment data information accurately and on schedule. Respond promptly to any special requests for vehicle information.

1.1.3.7. Provide space and security for vehicles and equipment stored in a holding unit for disposal.

1.1.3.8. Provide for an efficient, supportive warehouse operation for vehicle and equipment needs. A close liaison between warehouse and shop personnel must be maintained.

1.1.3.9. Regularly review shop productivity and take actions necessary to ensure staffing is appropriate for work required and productivity targets are met.

1.1.4. **Vehicle and Equipment Operators** shall have the following responsibilities:

1.1.4.1. Adhering to all vehicle policies and procedures.

1.1.4.2. Performing safety inspections in accordance with the checklists provided and reporting discrepancies immediately to supervision.

1.1.4.3. Ensuring that preventive maintenance is performed on schedule and when the need for unscheduled repairs arises, ensuring the vehicle is immediately brought to the shop for repair.

1.1.4.4. Operation of the vehicle or item of equipment in accordance with applicable laws and FDOT regulations and in a safe and efficient manner.

1.1.4.5. Keeping equipment clean and free of excessive clutter inside the cab and in the cargo area and tool boxes as applicable.

1.1.4.6. Possessing a correct and current operator license and FDOT
certifications, if required.

1.1.4.7. Completing utilization logs as required in Chapter 1, Section (5) of this Manual.

1.1.4.8. For individual vehicle assignments, taking all actions possible to increase efficient utilization of assigned vehicles by sharing use with other FDOT employees.

1.1.5. Maintenance Shop Personnel

1.1.5.1. Adhering to all vehicle and maintenance shop policies and procedures.

1.1.5.2. Completing repair order data entry in accordance with policies and procedures.

1.1.5.3. Entry of actual time expended for each task on repair orders.

1.2. ASSIGNMENT OF VEHICLES

1.2.1. Standard Passenger Carrying Vehicles

The Department's passenger carrying mobile equipment fleet includes a variety of vehicles and options. The purpose of this section is to set standards for the assignment and utilization of the most cost effective vehicle for the accomplishment of the work task. Secondary objectives are the elimination of an unnecessarily wide variety of vehicles in the fleet, which diminishes the ability to share equipment and complicates servicing, parts supply, and maintenance of a proper public image. These provisions shall apply regardless of the source of funding for the purchase of a vehicle.

1.2.2. Vehicle Standardization

1.2.2.1. The type of vehicle assigned to a position/work application and the accessories with which it is equipped are to be in accordance with standardized vehicle procurement chart and lists issued by the Office of Maintenance. See Appendix for standardized vehicle procurement chart. Any variation from the vehicle as listed on the chart requires prior approval by the Office of Maintenance.

NOTE: Vehicles within each commodity code may change each
year as a result of vehicle contract negotiations by the DMS Purchasing Division. The Office of Maintenance shall issue updated charts when this information is available.

1.2.2.2. Requests for approval to procure or assign other than the standardized listed vehicle must include specific work related reasons for the request. Items such as number of persons normally carried, towing capacity required, amount of off-road use, volume and weight of material carried, and any special needs must be documented and transmitted to the Office of Maintenance Roadway Section.

1.2.2.3. Vehicles must be initially ordered with all necessary options for its intended purpose, using the standardized vehicle procurement chart. All options and vehicles selected must be the most economical choice to safely and adequately meet Department requirements. The addition of aftermarket accessories requires prior approval by the Office of Maintenance using the process in Section 1.2.2.2 above. This requirement does not apply to routinely necessary custom modifications such as optical warning devices, survey rod holders, tool boxes, and cone racks.

1.2.3. Vehicle Assignment Policy

1.2.3.1. General

a) All FDOT vehicle assignments and use shall be in accordance with Rules 60B-1.004, 60B-1.005, 60B-1.006, 60B-1.007, 60B-1.008, F.A.C.; sections 287.16 (1), 287.17, 287.20, F.S.; and all other applicable Florida Statutes and Rules. Any provisions stated in this Manual shall be subordinate to Florida Statutes and Rules if a conflict exists.

b) Vehicles are to be utilized only for necessary State business and only when use of a state owned vehicle is the most cost effective means of travel. In addition to state owned vehicle use, reimbursement for use of personal vehicles, rental of vehicles for short term and periodic use, and public transportation should all be considered when determining the most cost effective means of travel. Generally, State vehicles should be utilized for the type of work they were specified for, and should constantly be in use during working hours, except when being serviced or repaired.
c) The standard assignment for FDOT vehicles is to a pool at a given location. To maximize the use of State owned vehicles and avoid large amounts of idle time, short term rental contracts should be secured for use on an as needed basis to ensure front line vehicles of adequate capacity are readily available whenever required. Vehicles must travel a minimum of 6,000 miles or 500 hours per year. Special use equipment that does not meet these mileage requirements must be identified as project equipment that travels short distances but logs use at least 75% of work days and/or is designated as an emergency first response vehicle on the Office of Maintenance’s Department Emergency Response Vehicle List.

d) Assignment of a vehicle to an individual or position is authorized only when stipulated in Office of Maintenance policy or when the position requires daily travel of more than 4 hours per workday. Employees assigned vehicles are required to share their assigned vehicles with others and with vehicle pools whenever possible. Employees are reminded that all vehicles are the property of the State and secured for the use of the Department, and not the individual.

e) No personalization of vehicles is permitted. Employees are prohibited from adding equipment or otherwise altering the vehicle. This prohibition includes, but is not limited to, add-on items such as aftermarket wheel covers; chrome trim; air dams; window film; sound systems and/or speakers; custom paint, such as pin stripes and names painted on doors; and all other customizing accessories.

f) The personal use of State vehicles and equipment is prohibited except for occasional de minimis personal use which may be specifically authorized in writing by the District Secretary or his or her designee and only when such trips are in the best interest of the Department. Use of a State owned vehicle between home and office (commuting) requires prior approval from the Cost Center Manager and may be approved only under one or more of the following conditions:

- Employee is departing upon or returning from an official trip away from his or her headquarters and his or her home is in route to/from their headquarters.

- Employee needs to use the vehicle after completion of his or
her regular work day to conduct State business on the same
day or before his or her usual working hours on the next day.

An employee that uses a State provided vehicle to commute
between their home and work may be required to report a
Taxable Vehicle Fringe Benefit, see procedure **Topic No. 350-040-001, Reporting Vehicle Fringe Benefits** (Link:
http://fdotewp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=350-040-001)

1.2.3.2. Pool Vehicle Assignment (DMS Class A)

a) All FDOT vehicles not otherwise assigned will be given a pool
assignment. These vehicles will be made available for specific
trips and returned to the pool upon completion of the trips.
Retention of these vehicles for other purposes or holding them
at an office other than the pool location is not permitted.

b) Vehicles are to be requested and held only for the time
necessitated by the job assignment. The practice of reserving
pool vehicles in advance of need or delaying their return after
the job assignment is complete is prohibited. All employees are
expected to request, secure, and return vehicles in a timely
manner that is consistent with work need. Pool managers are
expected to actively manage pool utilization. Employees are
expected to pick up and return vehicles on schedule.

c) Each operator is responsible for performing safety checks. The
person operating the vehicle, when preventive maintenance
comes due, is responsible for either having the service
performed or informing the pool manager.

d) Pool vehicles may not be driven to an employee’s home unless
doing so is specifically pre-approved by the District Secretary or
his or her designee as being in the best interest of the State and
is for one or more of the following reasons:

- Employee is departing upon or returning from an official trip
  away from his or her headquarters and his or her home is in
  route to/from their headquarters.

- Employee needs to use the vehicle after completion of his or
  her regular work day to conduct State business on the same
day or before his or her usual working hours on the next day.

1.2.3.3. Limited Use Assignment (DMS Class B)

a) Employees who have a need for a vehicle for at least 15 days a month (regardless of length of workweek) and 500 miles per month, averaged for the year, may, at the discretion of their District Secretary, Turnpike Director, or cognizant Assistant Secretary, and subject to vehicle availability and other restrictions, qualify for “limited use assignment” of a vehicle. All such assignments shall be recorded and kept up to date by the District, or, for statewide and central offices, by the Office of Maintenance. The assigned individual will be responsible for the vehicle and will have priority use of it. The vehicle shall normally be parked at the office of the individual overnight or when not in use. Parking the vehicle at another location in order to reduce the use of personal vehicles for commuting at the expense of State vehicle mileage is not permitted. Rule 60B-1.007, F.A.C., regarding taking these vehicles home may be viewed at the following link (Link: https://www.flrules.org/gateway/RuleNo.asp?title=MOTOR VEHICLES AND WATERCRAFT ACQUISITION, ASSIGNMENT AND USE&ID=60B-1.007).

b) Limited use assignment vehicles may not be driven to an employee’s home unless specifically pre-approved by the District Secretary or designee as being in the best interest of the State and is for one or more of the following reasons:

(1) Employee is departing upon or returning from an official trip away from his or her headquarters under circumstances which make it impractical to use other means of transportation.
(2) Employee needs to use the vehicle after completion of his or her regular work day to conduct State business on the same day or before his or her usual working hours on the next day.

1.2.3.4. Special Assignment Vehicles - Law Enforcement (DMS Class C)

There are no Law Enforcement Offices or vehicles authorized to be used for Law Enforcement in the FDOT.
1.2.3.5. Special Assignment Vehicles - Emergency Service (DMS Class E)
The FDOT recognizes only one type of vehicle assignment which permits a non-law enforcement vehicle to be driven to an employee’s home on a regular basis. This is when the employee is subject to emergency calls from their residence for the protection of life or property. All such assignments shall be approved by the District Secretary, Turnpike Enterprise Executive Director, or cognizant Assistant Secretary annually. All such assignments shall be recorded and kept up to date by the DFM. The Office of Maintenance shall compile an annual survey of such vehicles.

1.2.3.6. Perquisite Vehicles (DMS Class C)

There are no vehicles authorized to be used as perquisites in the FDOT. All personnel are cautioned not to use, award, or condone the use of vehicles as disguised perquisites. Perquisites must be officially authorized by the DMS.

1.2.4. License, Operation, and Record Requirements

1.2.4.1. The procedure Topic No. 250-000-010, Driver’s Record Requirements, may be viewed at the following link (Link: http://fdotewp2.dot.state.fl.us/ProcedureInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=250-000-010).

All Department managers are required to read and adhere to the procedure. Any person who drives in the course of their employment with the Department must read the procedure BEFORE driving and ensure that they are continually in compliance.

When a consultant or contractor’s employee is required to drive a Department vehicle as part of the contract requirement, a signed and completed Form No. 375-040-39, Certification of Acceptable Driving Record, (Link: http://webapp02.dot.state.fl.us/fdotforms/DisplayPdfForm.aspx?375-040-39) must be on file with the contract for these employees.
1.3. REPLACEMENT OR ADDITIONAL VEHICLES AND EQUIPMENT

1.3.1. Funding

Funds may be provided by the Legislature each fiscal year for the acquisition of vehicles and equipment by the FDOT. The amount of such funds, if any, will vary from year to year. An important distinction is made between replacement and additional equipment. *Section 287.14, F.S.*, prohibits the continued use of any vehicle for which replacement funds have been appropriated and replacement vehicle has been placed in service. Additional vehicles must be specifically authorized by the Legislature. This is done by Budget Issue Request according to instructions by the FDOT Budget Office.

Funds for additional vehicle and equipment purchases are routed to the requesting District without change. Funds for replacement of vehicles will be allocated to the Districts by the Office of Maintenance based upon the current FDOT replacement plan.

These accounts will be monitored by the Office of Maintenance. Districts will cooperate by submitting information on these accounts to the Office of Maintenance.

1.3.2. Vehicle Replacement and Addition Process

1.3.2.1. General - The Office of Maintenance will provide for and coordinate the annual process of securing new Department vehicles and replacing current Department vehicles, including the selection of which vehicles are to be replaced and the type of replacement unit.

The annual process will follow the requirements of *Rule 60B-1.002 Class Equipment*

(1) Motor vehicles and watercraft acquired by purchase, lease, or rental shall be of the smallest class that can safely, adequately, and economically meet the performance and job requirements involved.

(2) All vehicles must be the most appropriate vehicle (car, station wagon, truck, tractor, crawler, trailer or other class of mobile equipment) to accomplish the tasks for which they will be used. Consideration must be given to the terrain where vehicle is normally operated, type and amount of equipment carried, job...
duties of individual, economy of operation, maintenance, and other valid considerations. The accessories and options specified for motor vehicles and watercraft acquired by purchase, lease, or rental shall be limited to those which are essential to job requirements or beneficial to safety, efficiency, economy, or energy conservation.

The DMEA normally assign to the DFM the task of coordinating the purchase of vehicles and equipment to be delivered in their District. The DFM therefore has the task of analyzing and prioritizing all District vehicle and equipment needs in accordance with Office of Maintenance policy and direction. Input from all District management personnel, including District office heads and MEOEM, should be solicited. Input from statewide offices such as Turnpike Enterprise, State Materials, and Central Office, shall be solicited and acted upon by the Office of Maintenance, which shall be responsible for procurement of their vehicles and equipment.

1.3.2.2. Methods for Securing Replacement of Additional Vehicles and Equipment include:

a) DMS contract purchases

b) FDOT contract purchase

c) Non-contract purchases or rentals

d) Short term rental contracts (For seasonal, periodic need, or back up)

1.3.2.3. DMS Contracts - The DMS Purchasing Division annually negotiates State term contracts for the procurement of cars, vans, pickup trucks, large trucks, and motorized equipment, such as mowing tractors and end loaders.

1.3.2.4. FDOT Contracts - FDOT contracts are negotiated and awarded by the FDOT Purchasing Office in cooperation with the Office of Maintenance. When a need exists for an item that is not on a DMS State term contract for FDOT, the District may draft specifications and request review and approval of the specification from the DMS Specialized Services Division. If any resulting contracts are regularly used by the Districts, the Office of Maintenance will update and rebid them as necessary.
1.3.2.5. Non-Contract Purchases or Rentals - Non-contract purchases or rentals normally are done through a specification writing and solicitation of bids process. If the Office of Maintenance (or a District with Office of Maintenance approval) determines that a non-contract item is needed, the Office of Maintenance will determine if a satisfactory specification is on hand. If not, the Office of Maintenance will, in cooperation with the District, draft the specification and request review and approval from DMS Specialized Services Division. The Office of Maintenance will keep a current library of equipment specifications for dissemination to the Districts.

1.3.2.6. Short Term Rental Contracts - These contracts for vehicle and equipment rental may be awarded by DMS or the FDOT Purchasing Office in cooperation with the Office of Maintenance. These contracts are for use in seasonal or periodic work projects. They may also be used to provide back up in the event a needed work vehicle is inoperable. A procedure for use of these contracts will be established by the Office of Maintenance whenever such contracts are issued.

1.3.3. Standard Specifications

The Office of Maintenance will lead a team of district and agency representatives (DMEA’s and/or DFM’s) to review and develop standard vehicle specifications for various department work assignments. The Office of Maintenance will work with the Department of Management Services to secure contract pricing on the various specifications annually.

The Office of Maintenance will review all Department of Management Services (DMS) mobile equipment contracts and will annually issue a list of standardized mobile equipment choices from each DMS contract to the Districts.

1.3.4. Approved Replacement List

Each year the Office of Maintenance will produce a list of vehicles meeting replacement criteria. The list will include vehicle description and current usage. The Office of Maintenance will work with each district to prioritize the replacement list and evaluate continued need for low usage units. If a decision is made not to replace the unit due to low usage, the current unit must be disposed of unless an exception is granted by the Office of Maintenance.
1.3.5. Procurement Requisitions

1.3.5.1. To initiate a Procurement Requisition for replacement of a vehicle or equipment, all actions and forms required by procedure Topic No. 375-040-020, Commodities and Contractual Services Procurement Manual (Link: http://www.dot.state.fl.us/procurement/CCSPM.shtm) must be completed and submitted to the Office of Maintenance by the Districts based upon the prioritized list referenced in Section 1.3.4 above and the funds allocated in accordance with Sections 1.3.1 and 1.3.2 above. All submittals shall be in accordance with a schedule set by the Office of Maintenance, which shall be early enough in the fiscal year purchase cycle to allow for review and approval of purchase packages.

1.3.5.2. The Office of Maintenance will evaluate each Procurement Requisition for vehicles and equipment submitted by the Districts to ensure compliance with procedure Topic No. 375-040-020, Commodities and Contractual Services Procurement Manual. Disapproved purchase transactions may be resubmitted at any time after necessary corrections are made in accordance with the comments and recommendations made by the Office of Maintenance or DMS Bureau of Motor Vehicles and Watercraft Management.

1.3.6. Securing Non-Contract Purchases

As indicated above, the Purchasing Office determines the procedures to be followed in the bidding and bid award process. When a non-contract bid process is undertaken, a Procurement Requisition is issued. Prior approval of DMS Purchasing is required. The steps to secure a non-contract purchase are as follows:

a) The DFM consults with the MEOEM, other office management, and the DMEA and determines what items of equipment are to be purchased for the District.

b) The DFM submits a list of all such non-contract equipment to the Office of Maintenance for compilation into a spreadsheet of the total statewide needs for non-contract equipment. This shall be completed and submitted no later than March 17 of each year for the next fiscal year.

c) The specification is prepared by the Office of Maintenance. Districts
1.4. VEHICLE AND EQUIPMENT IDENTIFICATION

Note: Section 1.4 applies regardless of the source of vehicle funding.

1.4.1. Color

All FDOT “work vehicles” shall be painted DOT Yellow. DOT yellow is defined as being color #13538 of Federal Standard 595. At the option of the Districts, the tops of these vehicles may be painted white above the windows. The intent of DOT yellow on Department work vehicles is to improve visibility in and near the flow of traffic, to provide a means of quick identification for FDOT supervision and management and high visibility to the public. A work vehicle is defined as one which is frequently operated at low speed in the normal flow of traffic, on the right of way, and/or which makes frequent stops, turns, or otherwise deviates from normal traffic flow. All vehicles and equipment assigned to field crews shall be considered to meet these criteria. Exemption from this requirement will be considered when the vehicle manufacture requires minimum vehicle order amounts for DOT yellow or when the color option is not cost effective. All standard sedans are exempt from the requirement to be DOT yellow unless special circumstances exist. Sedans shall be purchased in standard manufacturer’s colors. No premium finishes allowed. No DOT vehicle shall have whitewall tires.

1.4.2. Conspicuity Marking

FDOT work vehicles and equipment shall have conspicuity markings applied. All work vehicles and equipment shall have red and white conspicuity marking tape and yellow/black identification logos applied. See Appendix for illustrations showing patterns for vehicle marking tape. Work vehicles and equipment which should have been procured painted DOT yellow but, due to special circumstances, are some other color, shall have conspicuity marking applied as required as if the item was DOT yellow.

1.4.3. Description of Logos

The official FDOT logo design has been approved by the Office of Maintenance. There is only one official logo design, and no office, District,
or other subdivision of the FDOT shall use any other. The official logo has, in a blue reflective material, the letters FDOT and the Florida peninsula at the end of the letters FDOT. Also, there are two curved lines at the bottom of the logo connecting to the Florida Keys on the peninsula in a red reflective material. See example:

![Example Logo](image)

There are two sizes of the FDOT logo: “large”, 16 inches wide by 8 inches tall, and “small”, 10 inches wide by 5 inches tall.

### 1.4.4. Numerals

There shall be two sizes of vehicle identification numerals: “large”, 3 inch, and “small”, 1 inch high. The large numerals shall be black on reflective yellow background. The small numerals shall be black on a silver background.

### 1.4.5. Location of Marking

Location of markings shall be based on vehicle type as follows:

a) Large trucks and trailers: See Appendix for illustrations showing patterns for vehicle marking tape on these types of vehicles.

b) On dump trucks a single 2 inch wide, red/white strip of reflective tape extends all around the item, approximately at 4 feet height. The edge of the red sheeting cannot be located any closer than 3 inches to an amber lamp. The edge of the white sheeting cannot be located any closer than 3 inches to a red lamp. On the front, the tape will generally be applied to the upper portion of the bumper even though this does not meet the height requirement. The rear end is outlined from approximately 4 feet height to the limits of the area presented. The under ride device shall be marked full length with 2 inch wide red/white reflective tape.

c) Where practical, tape should be placed in recesses and protected areas, provided that it is still highly visible. Gaps in the tape where structural members protrude or the configuration does not readily lend itself to tape application are normal.

d) Closed trailers shall have their upper rear corners outlined with 12 inch
lengths of white reflective tape, and lower rear with 2 inches wide red/white reflective tape. The under ride device shall be marked full width with 2 inch wide red/white reflective tape.

e) A large FDOT logo shall be placed approximately centered on each front door of trucks. A large logo shall be placed on both sides of trailers; a small logo is permissible only if space cannot be found for a large size.

f) Large numerals shall be placed on equipment that does not have a tag. Tractors, excavators, skid steer loaders and others will display the department fleet number. The location depends on the equipment configuration.

g) Vans, pickups, utility, and similar vehicles: On vehicles which, due to their low height, do not lend themselves to marking at the 4 feet height, a single 2 inch wide strip of red/white reflective tape shall be applied as high on the sides as practical. These vehicles shall have a 1 inch red/white strip applied to the rear bumpers. The front bumper can only have a 1 inch amber/white strip applied. See Appendix for illustrations showing patterns for vehicle marking tape on these types of vehicles.

- Vehicles in this category will have large logos applied to each front door.

- Non-yellow vehicles will have small numerals on the left rear bumper or lower left corner of the trunk lid.

h) Construction Equipment: A single 2 inch wide strip of reflective tape shall be applied so as to cause the outer edges of the item from any angle to be illuminated by headlights. This should be at approximately 4 feet height, but will vary due to the variety of structures encountered with this class of equipment. All protruding members which might be struck by a vehicle in the dark should be taped. Gaps in the tape where structural members protrude or the configuration does not readily lend itself to tape application are normal. A triangular slow-moving vehicle emblem (SMV emblem) must be displayed on the rear of vehicles designed for use and speeds less than 25 miles per hour, including all road construction and maintenance machinery except when engaged in actual construction or maintenance work either guarded by a flagger or a clearly visible warning sign, which normally travels or is normally used at a speed of less than 25 miles per hour and which is operated on a public highway. The SMV emblem shall not be displayed on objects which are customarily stationary in use, but shall be displayed when such objects are being transported on the roadway of any public highway of this state. See Appendix for illustration and description of the SMV emblem.
i) If the item of equipment has a cab and doors, a large logo shall be affixed to each door. If the equipment does not have cab doors or other location suitable for a large logo, small logos shall be placed in easily visible locations.

j) Large numerals shall be placed near the logo in a readily readable location.

k) Sedans, vans, pickups, utility, and similar vehicles, shall have small numerals denoting the DOT number placed on the left rear bumper or lower left corner of the trunk lid only when the vehicle tag has been replaced.

1.4.6. Vehicle Lighting

All vehicles with optical warning devices (such as high-intensity rotating, flashing, oscillating, or strobe lights) shall have FDOT logos on the front doors for ready identification by the public. Effective with the implementation of this procedure, existing vehicles not in compliance will have logos applied. The optical warning device may be a minimum of one class 1 or 2 warning device that projects amber or white color light in a horizontal 360 degree arc and meets the Society of Automotive Engineers recommended practice SAE J845 and SAE J1318. Also, the devise must comply with Section 316.2397, F.S. The optical warning device is for use on authorized maintenance or service vehicles to warn of traffic hazards, such as a lane blockage or slow moving vehicles. These optical warning devices are utilized to capture the attention of motorists and pedestrians and warn of a potentially hazardous activity or situation. Ensure all optical warning devices are installed and properly maintained as recommended by the manufacturer.

Optical warning devices shall be operating when a vehicle is in a work area where a potential hazard exists, i.e., anytime within the clear zone, or while operating the vehicle at less than the average speed for the facility, performing work activities or making frequent stops. The optical warning device shall be unobstructed by ancillary vehicle equipment such as ladders, racks, or booms. If the optical warning device is obstructed, an additional optical warning device is required. To avoid distraction to motorists, do not operate the optical warning device on the vehicles or equipment when they are outside of the clear zone or behind a barrier.
1.4.7. License Plates and DOT Numbers

For appearance and efficiency, license plates will not be used on another vehicle after the original vehicle using the plate has been disposed of. When a vehicle is sold, the District shall be responsible for destroying the old license plate by cutting it in half and placing it in a local recycle program. The DFM shall send a letter to the Office of Maintenance attesting to the numbers of plates destroyed. A new license plate will be issued to each new vehicle. All license plates shall be the official State of Florida agency tag with a “DOT” prefix.

DOT numbers will not be “recycled” until they reach 99,999, at which point the series will start over.

1.5. EQUIPMENT UTILIZATION

1.5.1. General

It is expected that equipment will be fully utilized and that districts will regularly review vehicle use and transfer or dispose of underutilized units. FMIS is supported by monthly reports from each district compiled from daily reports filled out by each driver. The Form No. 400-000-55, Daily Log and Monthly Fleet Equipment Report, and the Form No. 325-010-01, Daily Maintenance Crew Report, are the beginning of the information flow that supplies vehicle use data, (such as mileage or hours of use, down-days, idle-days and others) to FMIS. Equipment Utilization must be recorded on a daily basis in detail by each driver. When the odometer of a vehicle or equipment is replaced, the original reading must be recorded in FMIS and accounted when reporting use of the vehicle or equipment with the new odometer.

The MotorLog application is an Office of Information Systems program that provides a web-based input system for vehicle logs. The application has a web-based tutorial for the users. Access to MotorLog requires inclusion in the active directory APP-MEQ-USER security group on each domain. Instructions for the MotorLog application can be found at the application training (Link: http://webapp01.dot.state.fl.us/motorlog/)

Also, there are vehicles and equipment assigned to maintenance units that report utilization via the Maintenance Management System (MMS). Form No. 325-010-01, Daily Maintenance Crew Report, is the form used by all maintenance units to report equipment use, production, and employee’s time. Each report is keypunched at the local yard, stored in a
computer, and then compiled into a monthly report process with the MotorLog data.

1.5.2. Identification of Under-Utilized Mobile Equipment

Each month the Office of Maintenance will produce a target utilization review list. From FDOT’s fleet inventory of vehicles listed as “active” in FMIS, stationary pieces of equipment (such as generators, power washers, etc.) shall be excluded from this utilization review. Vehicles and heavy equipment that have been in service fewer than twelve months will also be excluded to ensure at least twelve months of data is available for review. From this resulting list of “rolling stock” vehicles and heavy equipment, a target utilization list shall be made up of those vehicles whose calculated average life-to-date mileage use is below 50 percent (“underutilized” vehicles) and greater than 175 percent (“overutilized” vehicles) of the district-wide average utilization for the previous 12 months. The hour meter items must have a minimum threshold of 728 hours. The target list will include vehicle type and assignment detail, life to date, last fiscal year mileage, and other data relevant to the review of vehicle use. This report is available on the FMIS report library for review by the DFM.

1.5.3. Utilization Review Process

1.5.3.1. The DFM will review the utilization report and provide justification for continuation of the assignment of any underutilized vehicle on the target list that they believe should be retained in the district. Justification for such continued assignment must be specific and include at least one of the following criteria:

1. Reporting of equipment utilization was in error. The DFM shall take action to have the erroneous information corrected.

2. Equipment is temporarily replacing other equipment (that is not on the disposal list) that has been damaged and is out of service. The low use equipment will be disposed of as soon as repairs are complete to the other equipment (60 days maximum).

3. The equipment is a specialized piece of equipment that is needed for emergency response (such as a generator or pump) and the type and location of the equipment has been designated on the department’s emergency equipment list.
4. The equipment is essential to operations, although infrequently used and rental of the equipment or contracting of the service from private sector has been formally shown not to be available or not cost effective. (Note: Details on bid attempts and bid documents are required).

5. After the DMEA reviews the report, the DFM will designate each vehicle for a) disposal, b) transfer to another district, or c) retention by the district. For any vehicle coded as (c), a written justification as described in 1.5.3.1 above is required. The coded list and written justifications should be returned to the Office of Maintenance within 30 days of review.

6. The Office of Maintenance shall review all reports and discuss with the Districts those vehicles coded as (c) to be retained.

7. After review is complete, the DFM will prepare a report for the DMEA with recommendations on which target list vehicles should be disposed of, transferred or retained.

The DMEA shall review the report and determine final disposition for target vehicles. The Office of Maintenance will be notified by the DFM of the actions for each vehicle on the target list.

1.5.4. Self Service Motor Pool System

1.5.4.1 General - The Self-Service Motor Pool is an online vehicle reservation system for use by authorized FDOT drivers to reserve FDOT pool vehicles. The system is managed by the DFM and it is comprised of an online reservation site, a kiosk, and automated key box. The concept of the system is to automate the process of reserving and tracking use of pooled vehicles, add unattended vehicle pick-up and drop off, ease the collection of odometer readings from drivers, and manage utilization reports to increase utilization across a smaller fleet of vehicles. The Self-Service Motor Pool system is used to manage all vehicle and user data in one system, have fleet information available to users, and automate preventive maintenance reminders for the DFM. The online application training can be found at the following (Link:http://fdotsharepoint.dot.state.fl.us/fa/admin/SupportServices/Shared%20Documents/Motor%20Pool/training.htm). The following are instructions for authorized FDOT drivers on how to use the system.
1.5.4.2 Grab and Go Local Vehicles at the Kiosk - (Same day use; not for overnight trips)

1. Touch the Kiosk screen to deactivate the screen saver and display the Options Menu. Select the "Grab & Go" button.

2. The Kiosk will display the login screen. Enter your User Name and Password.

3. Select the type of vehicle by moving the roller ball mouse over the desired vehicle and left click, or press the button on the screen.

4. The Kiosk "Grab & Go" feature defaults the Check Out Vehicle date and time as the current time when you login. You are required to enter the date and time you will be returning the vehicle.

5. The Kiosk lists the vehicles available. Select the vehicle you need by pressing the "Select" button from the list of available vehicles.

6. Verify you have selected the correct reservation. If the reservation is correct, press the "Check Out" button.

1.5.4.3 Make a Reservation Online - The Motor Pool Dispatcher website can be accessed through any browser at: (Link:https://fldot.agilefleet.com)

1. Login - After you Login, click the "Make Reservation" link.

2. Select Reservation - for yourself or someone else.

3. Select a Site - Presently there are two sites, Burns and Rhyne Building.

4. Select day and time - Select the day and time you will depart and return the vehicle.

5. Submit the Request - Submit the Request by clicking on the appropriate button. The Motor Pool system will send you an email confirming your reservation, including a summary of your departure and arrival day and time.
1.5.4.4 Check Out a Reserved Vehicle:

1. Touch the Kiosk screen to deactivate the screen saver and display the Options Menu on the Kiosk. Select the "Check Out Vehicle" button.

2. The Kiosk will display the login screen. Enter your User Name and Password.

3. The Kiosk will display all reservations made under your User Name or all the reservations made for you by another employee. Select the appropriate reservation.

4. Verify you have selected the correct reservation. If the reservation is correct, press the "Check Out" button. If the reservation is not correct, go back to the previous screen by selecting "Check Out a Different Vehicle" option.

5. Open the Key Box by lifting the latch and opening the door. A green light will be lit next to your keys. Remove the key and close the door. Your vehicle is parked at a designated Motor Pool location.

1.5.4.5 Check in a Vehicle:

1. Note the vehicle ending odometer and fuel level before you return the keys to the Kiosk.

2. Touch the Kiosk screen to deactivate the screen saver and display the Options Menu. Click or press the "Check In Vehicle" button.

3. The Kiosk will display the login screen. Enter your User Name and Password.

4. The Motor Pool software will display all vehicles checked out by you. Select the vehicle you wish to Check In.

5. Enter the mileage from the vehicle you wish to Check In. Touch the kiosk screen on the "Mileage In" field and enter your ending mileage. Ending mileage must be entered at least one mile more than the mileage in the "Mileage Out" field, regardless of how far the vehicle actually traveled.
Press the "Check In" button.

6. Open the Key Box by lifting the latch and opening the door. A green light will be lit next to your keys slot. Replace the key and close the door. After you replace the key, the Kiosk will log you out of the system.

1.6. MAINTENANCE

1.6.1. General

1.6.1.1. All FDOT mobile equipment has been assigned to FDOT mobile equipment shop for maintenance. All maintenance to be performed on any FDOT vehicle shall occur under the direction of the FDOT shop to which it is assigned.

1.6.1.2. If emergency repairs away from the normal work area are required, the closest FDOT shop should be contacted. If there are no FDOT shops accessible, commercial shops may be used as an alternative. The operator is required to contact the Cost Center Manager by the next business day following repair to advise of vehicle status and provide a copy of the commercial repair order. It shall be the responsibility of the Cost Center Manager to which the item of equipment is assigned to ensure that it is reported to the appropriate shop. The shop will record the repairs in FMIS and a copy of the commercial repair order will be filed by the shop.

1.6.1.3. A shop work order in FMIS must be completed for all maintenance actions including not only FDOT shop work, but commercially obtained work, operator performed work, warranty work, and factory or vendor recall work, even when no cost to the Department is involved. All repairs, data and information relating to the work performed at FDOT shops shall be in compliance with Chapter 4 (Shop Operations) of this Manual.

1.6.1.4. Only FDOT vehicles and equipment are to be serviced and/or repaired in FDOT shops unless prior authorization from the Office of Maintenance is secured. If vehicles from other State agencies stop at an FDOT shop for emergency repair, such as overheating due to a fan belt problem, or a flat tire, the shop should assist as necessary, including performing minor repairs, to get them on the road again. Absolutely no work is to be done on personal vehicles in FDOT shops or on FDOT time.
1.6.1.5. Vehicle operators are required to immediately report vehicle problems to the appropriate shop. Vehicles must be brought to the shop for repairs as directed by the Shop Superintendent.

1.6.2. Maintenance Categories

1.6.2.1. Preventive Maintenance. Currently, the FDOT follows Preventive Maintenance (PM) schedules and utilizes other aspects of a PM system supplied by the Florida Department of Management Services (DMS), Bureau of Motor Vehicles and Watercraft Management with the exception of service check lists. This system is called the Fleet Management Information System (FMIS). FMIS is a unified system with consistent shop work order, work code entries, and shop file folder information entry conventions. All FDOT shops are required to use this system. See Chapter 4 (section 4.2 Preventive Maintenance) in this Manual for more information on Preventive Maintenance (PM) schedules.

1.6.2.2. Each district is responsible to schedule their PMs. The details of the methods utilized to schedule PM’s and the corresponding follow-up process may be determined by each district; however it is essential that the process ensure timely PM completion and minimize downtime for both the vehicle and the driver.

1.6.2.3. It is the responsibility of the MEOEM to ensure that all vehicles and equipment assigned to a shop over which the MEOEM has authority are serviced on schedule. PM scheduling of non-maintenance vehicles and equipment must be enforced through appropriate management channels.

1.6.2.4. It is the responsibility of vehicle operators to ensure vehicles are brought to the shop in accordance with PM scheduling requirements.

1.6.3. Repair and Modification

1.6.3.1. All except emergency repairs and modifications are to be under the direction of the Shop Superintendent of the shop to which the vehicle or item of equipment is assigned. It shall be the Shop Superintendent’s decision to perform the work in the shop or contract it to a commercial source. Such decisions shall be based on the best value for the Department.

1.6.3.2. Shop Superintendents are responsible for establishing priorities
and scheduling of all repairs, maintenance, and modification of vehicles and equipment assigned to the shop. (For modifications, engineering assistance should be sought through the DFM.)

1.6.3.3. In the event that an emergency repair takes place, operators should follow the process outlined in Section 1.6.1.2 above.

1.6.3.4. Window suncreening material is permitted but must be applied by a commercial vendor of window suncreening material for vehicles and cannot be darker than alloed by Section 3.16.2953, F.S. Contact the Human Resources Office if an exemption to how dark the window suncreening material is required due to a medical condition.

1.6.4. Trailer towing guidelines

1.6.4.1. Pulling a trailer, whether it is large or small, requires a regular review of the equipment, including the hitch and signals, as well as some extra safety and clearance precautions to ensure a secure drive. Trailers require extra stopping room and forethought when changing lanes, making turns, and backing up. In general, you should be aware of where you are driving with a trailer, and avoid situations where you might become stuck, or have to drive in reverse for long distances.

1.6.4.2. Definitions:

Base Curb Weight – this is the weight of the vehicle including a full tank of fuel and all standard equipment. It does not include passengers, cargo, or optional equipment.

Vehicle Curb Weight – this is the weight of the vehicle from the manufacture plus any aftermarket equipment.

Cargo Weight – includes all weight added to the Base Curb Weight, including cargo and optional equipment. When towing, trailer tongue load or king pin weight is also part of cargo weight.

GAW (Gross Axle Weight) – this is the total weight placed on each axle (front and rear) – including vehicle curb weight and all payload.

GAWR (Gross Axle Weight Rating) – this is the maximum allowable weight that can be carried by a single axle (front or rear). These numbers are shown on the Safety Compliance Certification Label located on the driver’s door or door pillar. The total load on each
axle must never exceed its GAWR. Exceeding the Safety Certification Label axle weight rating limits could result in substandard vehicle handling or performance; serious damage to the engine, transmission or vehicle structure; or loss of control and personal injury.

GVW (Gross Vehicle Weight) – this is the Vehicle Curb Weight + cargo + passengers.

GVWR (Gross Vehicle Weight Rating) – this is the maximum allowable weight of the fully loaded vehicle (including all options, equipment, passengers and cargo). The GVWR is shown on the Safety Compliance Certification Label located on the driver’s door or door pillar of the vehicle. The GVW must never exceed the GVWR. Exceeding the Safety Certification Label axle weight rating limits could result in substandard vehicle handling or performance; serious damage to the engine, transmission or vehicle structure; or loss of control and personal injury.

GCW (Gross Combined Weight) – is the weight of the loaded vehicle (GVW) plus the weight of the fully loaded trailer.

GCWR (Gross Combined Weight Rating) – this is the maximum allowable weight of the vehicle and the loaded trailer – including all cargo and passengers – that the vehicle can handle without risking damage. (Important: The towing vehicle’s braking system is rated for operation at GVWR, not at GCWR. Separate functional brakes should be used for safe control of towed vehicles and for trailers where the GCW of the towing vehicle plus the trailer exceed the GVWR of the towing vehicle. The GCW must never exceed the GCWR.

Maximum Loaded Trailer Weight – is the highest possible weight of a fully loaded trailer the vehicle can tow. It assumes a vehicle with only mandatory options, no cargo (internal or external), a tongue load of 10–15% (conventional trailer) or king pin weight of 15–25% (fifth wheel trailer), and driver only (150 lbs.). Review the vehicle owner’s manual, the trailer towing guide provided by the dealership for more detailed information, or ask for assistance from the district shop personnel.

Tongue Load or Fifth Wheel King Pin Weight – refers to the amount of the weight that a trailer pushes down on a trailer hitch.
Examples: For a 5,000 lbs. conventional trailer, multiply 5,000 by 0.10 and 0.15 to obtain a proper tongue load range of 500 to 750 lbs. For an 11,500 lbs. fifth wheel trailer, multiply by 0.15 and 0.25 to obtain a proper king pin load range of 1,725 to 2,875 lbs.

Do not exceed the GVWR or the GAWR specified on the certification label. Do not use replacement tires with lower load carrying capacities than the originals because they may lower the vehicle’s GVWR and GAWR limitations. Replacement tires with a higher limit than the originals do not increase the GVWR and GAWR limitations. Exceeding any vehicle weight rating limitation could result in serious damage to the vehicle and/or personal injury.

1.6.4.3. Trailer towing - Do not tow a trailer until the vehicle has been driven at least 2,000 miles. Towing a trailer places an additional load on the vehicle’s engine, transmission, brakes, tires and suspension. Inspect these components carefully after towing. The loaded trailer should weigh no more than 2,000 lbs. Do not exceed the GVWR specified on the certification label. Towing trailers beyond the maximum recommended gross trailer weight exceeds the limit of the vehicle and could result in substandard vehicle handling or performance; serious damage to the engine, transmission or vehicle structure; or loss of control and personal injury. The GCW of the vehicle and trailer should not exceed GCWR.

1.6.4.4. Preparing to tow - Use the proper equipment for towing a trailer and make sure it is properly attached to the vehicle. Review the vehicle owner’s manual or the trailer towing guide provided by the manufacture for more detailed information or ask for assistance from the district shop personnel.

1.6.4.5. Hitches - Do not use hitches that clamp onto the vehicle bumper. Use a load carrying hitch. You must distribute the load in the trailer so that 10–15% of the total weight of the trailer is on the tongue.

1.6.4.6. Safety chains - Always connect the trailer’s safety chains to the frame or hook retainers of the vehicle hitch. To connect the trailer’s safety chains, cross the chains under the trailer tongue and allow slack for turning corners. If using a rental trailer, follow the instructions that the rental agency provides. Do not attach safety chains to the bumper.

1.6.4.7. Trailer brakes - Electric brakes and manual, automatic, or surge-type trailer brakes are safe if installed properly and adjusted to the
manufacturer’s specifications. The trailer brakes must meet local and Federal regulations. Do not connect a trailer’s hydraulic brake system directly to your vehicle’s brake system. The vehicle may not have enough braking power and the chances of having a collision greatly increase. The braking system of the tow vehicle is rated for operation at the GVWR not GCWR. Every trailer must have a stop light if the trailer covers the stop lights on the towing vehicle. Every trailer or semi-trailer weighing 3,000 pounds or more must have brakes which can be operated by the driver in the towing vehicle. The brakes must be designed and connected so that they will automatically stop the trailer if the trailer breaks away from the towing vehicle.

1.6.4.8. Trailer lamps - Trailer lamps are required on most towed vehicles. Make sure all running lights, brake lights, turn signals, and hazard lights are working. See the vehicle owner’s manual or the trailer towing guide provided by the manufacturer for more detailed information, or ask for assistance from the district shop personnel for proper instructions and equipment for installing trailer lamps.

1.6.4.9. Limitations on Loading; Securing the Load:

- Do not drive or move any loaded trailer on the highway if the load is not secure. The load must not be able to drop, shift, leak, or otherwise escape.

- Use a close-fitting cover when hauling loads which could fall or blow onto the roadway. Examples: dirt, sand, lime-rock, gravel, silica, trash or garbage.

- Every trailer carrying a load must use proper securing fasteners, including lock chains, that securely fasten the load.

1.6.4.10. Trailer sway control (IF VEHICLE EQUIPPED) - Turning off trailer sway control increases the risk of loss of vehicle control, serious injury or death. The vehicle manufacture does not recommend disabling this feature except in situations where speed reduction may be detrimental (such as hill climbing).

1.6.4.11. When towing a trailer:

- Turn off the speed control. The speed control may shut off automatically when you are towing on long, steep grades.

- Consult your local motor vehicle speed regulations for towing a
trailer.

• To eliminate excessive shifting, use a lower gear. This will also assist in transmission cooling. (For additional information, refer to the vehicle owner’s manual).

• Anticipate stops and brake gradually.

• Do not exceed the GCWR rating or transmission damage may occur.

1.6.4.12. Servicing after towing - If you tow a trailer for long distances, the vehicle will require more frequent service intervals. Refer to your Scheduled Maintenance Guide of the vehicle for more information or ask for assistance from the district shop personnel.

1.6.4.13. The operator is responsible for following all trailer towing guidelines. When making the equipment inspections, any defects identified must be brought to the attention of the district shop personnel for corrective action before towing the trailer.

Trailer towing guidelines:

• Practice turning, stopping and backing up before starting on a trip to get the feel of the vehicle trailer combination. When turning, make wider turns so the trailer wheels will clear curbs and other obstacles.

• Allow more distance for stopping with a trailer attached. The bottom line is to use caution and slow down.

• If you are driving down a long or steep hill, shift to a lower gear. Do not apply the brakes continuously, as they may overheat and become less effective.

• The trailer tongue weight should be 10–15% of the loaded trailer weight.

• After you have traveled 50 miles, thoroughly check your hitch, electrical connections and trailer wheel lug nuts.

• Vehicles with trailers should not be parked on a grade. If you must park on a grade, place wheel chocks under the trailer's wheels.

• Avoid “Jackknifing.” Jackknifing is named for the position of the
vehicle and trailer; this is most common when backing up with a trailer. It is a situation where the angle between the vehicle and the trailer it is pulling is less than 90 degrees, or beyond an L shape to a V shape. Avoid this by never letting the trailer position get beyond the L shape. When reversing with a trailer, just take it slow and get a feel for the trailer. Keep your movement of the steering wheel to a minimum, and remember, you can pull forward to straighten out, so if you are struggling, just start over. Jackknifing will damage the hitch and trailer, so take care to avoid it.

- Launching or retrieving a boat:
  - Disconnect the wiring to the trailer before backing the trailer into the water. Reconnect the wiring to the trailer after the trailer is removed from the water.
  - When backing down a ramp during boat launching or retrieval, do not allow the static water level to rise above the bottom edge of the rear bumper and do not allow waves to break higher than 6 inches above the bottom edge of the rear bumper. Exceeding these limits may allow water to enter vehicle components, causing internal damage to the components and affecting drivability and reliability.
  - Notify the district shop personnel if the vehicle rear axle has been submerged in water.

1.7. FUEL

1.7.1. General

Vehicles are to be fueled at FDOT fueling facilities whenever practicable. The State issued Fuel and Maintenance card is to be utilized in securing fuel.

1.7.2. Fuel and Maintenance Card

Fuel cards will be provided for all FDOT equipment. Fuel cards can be provided to the shops for fueling Non-Highway Fixed Asset (NHFA) equipment and newly acquired mobile equipment. Policy and procedures regarding use of the Fuel and Maintenance Card and the responsibilities of the card user, administrator and approver are detailed in procedure Topic No. 400-000-005, Fuel and Maintenance Card (Link: ...
http://fdotwp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=400-000-005). Every FDOT card user, administrator, and approver shall read the policy in detail and adhere to all its components.
1.7.3. FDOT Fueling Facilities

The FDOT fueling facilities at the districts are for fueling department fleet vehicles and equipment. All FDOT fueling facilities are required to supply alternative fuels when the supply of these fuels is available. Fuel purchases at FDOT facilities are recorded by the Automated Fuel Dispensing System.

1.7.3.1 The following are a set of guidelines that will be followed when a FDOT fuel facility is experiencing fuel card reader equipment malfunction.

1.7.3.2 Store and Forward - In the event that the phone line is not operational, the Automated Fuel Dispensing System will go into Automatic Store and Forward feature. This feature will allow transactions to approve locally and will forward all transactions to the Automated Fuel Dispensing System once phone line connection has been re-established.

1.7.3.3 Fuel and Maintenance Cards assigned to district shops - The Fuel and Maintenance Card Administrator issues Department Fuel and Maintenance Cards to Department fleet vehicles. Additionally, the Fuel and Maintenance Card Administrator can issue Department Fuel and Maintenance Cards to Department Shops for the purchase of fuel only at Department in-house fuel sites, except under emergency conditions as stated in Section 1.2 of procedure Topic No. 400-000-005, Fuel and Maintenance Card (Link: http://fdotewp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=400-000-005).

This Fuel and Maintenance Card is for the purchase of fuel for small equipment that is not assigned a Department vehicle fleet number. These Fuel and Maintenance Cards will be identified with a number designation 90XXX in FMIS. The XXX will designate the FMIS District shop number the Fuel and Maintenance Card is assigned. These Administrators are responsible for the issuance and cancellation of all Fuel and Maintenance Cards. Only Department employees may be approvers in the Fuel and Maintenance Card process. Consultants or contractors may not be Fuel and Maintenance Cards approvers. When a consultant or
contractor’s employee is required to drive a Department vehicle as part of the contract requirement, a completed and signed *Form No. 375-040-39, Certification of Acceptable Driving Record*, (Link: http://ombnet.dot.state.fl.us/forms/informs/37504039.pdf) must be on file with the contract for these employees.

An Emergency Card Profile has been established Department-wide for use only when a State of emergency is issued by Executive Order or Proclamation of the Governor. When a State of emergency is issued, the Emergency Card Profile will be activated to raise the preset limits of the Fuel and Maintenance Card. The Fuel and Maintenance Card Administrator in Central Office will notify the Fuel and Maintenance Card Administrator in the District when the Emergency Card Profile has been activated and de-activated.

1.7.3.4 Keypad Access - In the event the magnetic card readers are not operational. The Automated Fuel Dispensing System can be programmed to allow fuel authorization using the key pad.

1.7.3.5 Manual Operation - In the event the card reader system is not operational even with telephone assistance from the Automated Fuel Dispensing System contractor customer service representative. The Card Reader system can be bypassed. FDOT personnel will need to manually record all transaction information. FDOT personnel will then need to reconcile the transactions. In the even this procedure is necessary the Automated Fuel Dispensing System contractor customer service will need to instruct FDOT site personnel on how to bypass the system.

### 1.7.4 Maintenance of Fueling Facilities

The following are a set of guidelines that will be followed at a minimum to ensure fuel facility equipment remains operational and free of contamination and compliance issues.

1.7.4.1 Bottom samples will be taken at a minimum every 24 months from all tank accesses, automatic tank gauging (ATG) system, and underground storage tank (UST) system for visual inspection.

1.7.4.2 Gasoline fuel will be tested for ethanol and ethanol levels will be recorded.
1.7.4.3 Diesel fuel will be tested for particulates and other contamination and the levels will be recorded.

1.7.4.4 All free water will be pumped from tank leaving fuel behind; fuel will not be taken out with the contamination.

1.7.4.5 Any free water left after pump out will be removed by a multistage coalescing system with a medium rating of 1 micron or smaller.

1.7.4.6 Particulate and other contamination will be removed from fuel and the tank by a multistage filtration system comprised of a screened strainer basket medium through an explosion proof, hydraulic pump, one 10 micron canister filter medium, one 5 micron canister filter medium, and five 1 micron coalescing mediums.

1.7.4.7 Tank walls and tank bottom will be cleaned with a fuel jetting system. Pressure will be variable depending on the tank size, lift, barometric pressure, temperature, and product type. System gallons per minute (G.P.M.) must be regulated manually from 5-300 G.P.M. dependent on contamination type.

1.7.4.8 Dead ends of tank will be swept and cleaned with recirculation, fuel jetting and pipe methods.

1.7.4.9 Fuel must meet or exceed ASTM standards of quality. Water or other chemicals will not be introduced to the tank system in order to clean the fuel or tank.

1.7.4.10 Underground storage tank (UST) minimum service will include the cleaning and lubrication of all sealing surfaces and the cleaning, lubrication, and, if necessary, replacement of all O-rings.

1.7.4.11 Automatic tank gauging (ATG) system will be inspected, cleaned, and put back into service.

1.7.4.12 All tank accesses will be lubricated and resealed.

1.7.4.13 Final clean bottom samples from all tank accesses will be taken at the end of the cleaning processes.

1.7.4.14 All waste generated from tank will be stored in approved containers and handled by certified waste handlers. Waste
generated will not contain over 5% usable product.

1.7.4.15 Street lids will be painted and coded with current industry standard colors.

1.7.5 Emergency procedures for FDOT Fueling Facilities

The bulk fuel used in the FDOT fueling facilities is procured using a Department of Management Service (DMS) state term contract. The Districts must notify the DMS contract administrator when the bulk fuel contract vendor refuses to make a delivery during a State Emergency to a FDOT fueling facility and include the reason for refusal. The following are Emergency procedures for FDOT Fueling Facilities.

1.7.5.1 The fuel tanks will be filled to a minimum of 80% capacity within 48 to 72 hours of notification by the FDOT Emergency Management Office of an impending emergency event.

1.7.5.2 The fuel levels will be maintained at more than 50% capacity during the emergency event.

1.7.5.3 Fuel tank levels will be communicated to the Office of Maintenance if the automated tank monitor equipment is out of service.

1.7.5.4 Confirmed fuel deliveries will be communicated to the Office of Maintenance on a daily or more frequent schedule if needed and if the fuel deliveries are during or after normal business hours.

1.7.6. Commercial Fueling Facilities

Whenever it is not practicable to access an FDOT fueling station, commercial stations who accept the State’s Fuel and Maintenance Card may be utilized. Purchases other than gasoline are limited by procedure Topic No. 400-000-005, Fuel and Maintenance Card. Any non-fuel charges made shall be reported to the assigned mobile equipment shop for recording in FMIS.

1.7.7. Office of Maintenance Responsibilities

Office of Maintenance Roadway section will provide the following:

a) Assign fuel cards for FDOT vehicles assigned to Central Office.
b) Provide fuel reports generated by the Automated Fuel Dispensing System. These will be available to the District Offices and individual units through the fuel and maintenance card provider.

1.7.8. District Responsibilities

The DFM is responsible for the following:

a) Issuing fuel and maintenance cards for all district mobile equipment.

b) Monitoring operation of fueling stations throughout the District.

c) Reporting problems with fueling stations to the Office of Maintenance.

d) The DFM shall be responsible for checking the accuracy and completeness of commercial and FDOT fuel records.

1.8. DISPOSAL

1.8.1. General

1.8.1.1. FDOT equipment is to be disposed of in accordance with Chapter 60B-3, F.A.C., - Disposal of Aircraft, Motor Vehicles, and Watercraft. (Link: https://www.flrules.org/gateway/Division.asp?DivID=222)

1.8.1.2. Vehicles are sold at auction or similar type method as determined by DMS, unless it is determined that the equipment condition is such that it has little commercial sale value.

1.8.1.3. Any vehicles or items of equipment that have been replaced must be turned into a district holding unit for disposal within 20 working days after the new vehicle or item of equipment is operational and the process for auction detailed in Section 1.8.2 immediately commenced. The Roadway Section of the Office of Maintenance will maintain a checklist or other means to assure that this takes place.

1.8.1.4. Vehicles with no commercial value, including those which resale revenue would likely not exceed costs of the normal sale process, shall be disposed in accordance with Section 1.8.3.

1.8.1.5. Equipment awaiting auction should not have an equipment log submitted. In the FMIS inventory, such equipment should be
marked with an “N” in the “Log-Required” field.

1.8.1.6. All contact with the vehicle auction services contractor is handled by DMS, unless specifically authorized under DMS policy and detailed in this Manual.

1.8.1.7. Equipment awaiting auction that resides on FDOT property is to be provided appropriate security and access control.

1.8.1.8. All mobile equipment items awaiting disposal must have all Department logos and numbers removed. Mobile equipment items with a license tag must have the license tag removed and the license tag must be destroyed. Miscellaneous items, debris, or trash should be removed from mobile equipment items awaiting disposal.

1.8.2. Procedure for Disposal of Mobile Equipment at Auction

1.8.2.1. The DFM will complete Form No. 400-030-03, Request for Disposal of Mobile Equipment (Link: http://ombnet.dot.state.fl.us/forms/informs/40003003.pdf), and forward to DMS and copy the Office of Maintenance, Roadway section.

1.8.2.2. When DMS authorizes disposal, the Bureau of Motor Vehicles and Watercraft Management issues transport orders to the contractor auction site. Vehicles must be available for pickup immediately when the transport orders are issued by DMS.

1.8.2.3. DMS will send the Office of Maintenance an auction sale report as proof of disposal. This report will be sent to the Office of Comptroller and DFM to update the status of the items sold at the auction in FLAIR inventory and FMIS inventory.

1.8.3. Procedure for Disposal of “No Value” Mobile Equipment

1.8.3.1. If a piece of mobile equipment has no commercial value at auction due to its condition (such as a cannibalized wreck), DMS authorization is required to dispose of it through other means.

1.8.3.2. To start the “no value” disposal process, complete Form No. 400-000-12, Equipment without Commercial Value (Link: http://procnet.co.dot.state.fl.us/forms/informs/w40000012.doc), and submit to the Office of Maintenance. The form must be completed
and submitted within 10 working days after the equipment is placed in the District holding unit for disposal.

1.8.3.3. The DFM will secure DMS approval and advise the Office of Maintenance of further actions required to complete the sale.

1.8.3.4. Under NO circumstances should vehicles known to have little sale value be sent through the auction process.

1.8.4. Report of Theft, Loss, or Vandalism of Mobile or Non-Mobile Equipment

1.8.4.1. Theft, loss, or vandalism of mobile or non-mobile equipment or watercraft, which have FDOT numbers assigned, must be reported.

1.8.4.2. The DFM will complete Form No. 350-010-63, Notification of Missing Property (Link: http://ombnet.dot.state.fl.us/forms/informs/35001063.pdf).

1.8.4.3. Attach a police report or other form of proof of the incident to the Form No. 350-010-63, Notification of Missing Property.

1.8.4.4. When vandalism that has caused the equipment to have no commercial value, the district shall complete the disposal requirements outlined in Section 1.8.3 above.

1.9. ACCIDENTS AND DAMAGE REPORTING

1.9.1. General

Vehicle accident and damage actions and reporting requirements are specified in Department procedure Topic No. 500-000-015, Loss Prevention Manual (Link: http://www.dot.state.fl.us/safety/IndustrialSafety/LPM.pdf).

1.9.2. Responsibilities

1.9.2.1. The Department’s loss prevention program will be implemented through safety manuals and guidelines promulgated by the State Safety Office based upon the requirements set forth by the State and federal agencies having such authority and jurisdiction.

1.9.2.2. All FDOT Employees are to read Topic No. 500-000-015, Loss Prevention Manual and to adhere to its requirements.
1.9.2.3. All FDOT employees are reminded that a vehicle is state property and an extension of their work environment.

1.9.2.4. Supervisors shall be held accountable for ensuring that employees are aware of safety regulations and perform their work in a safe manner.

1.9.2.5. Employees are responsible for performing their work in a safe manner and for following established procedures and safe work practices.

1.9.3. Accident Reporting

1.9.3.1. All vehicle and equipment accidents that result in personal injury, illness, or property damage shall be immediately reported and investigated in accordance with Topic No. 500-000-015, Loss Prevention Manual, regardless of the extent of injury, illness, or property damage. Employees must report accidents within one hour from the time of occurrence to their immediate supervisor or as soon as practicable. Non-fatal accidents are reported by using Form No. 500-000-15, Vehicle Crash/Incident Report, (Link: http://procnet.co.dot.state.fl.us/forms/informs/50000015.pdf) and, if necessary, Form No. 500-000-18, Injury/Illness Report, (Link: http://procnet.co.dot.state.fl.us/forms/informs/50000018.pdf).

1.9.3.2. Any accident that results in the fatality of any Department employee shall be reported to the Unit Manager or his/her designee who will contact the appropriate Personnel Officer, District Safety Office, District PIO, and the State Safety Office, Industrial Safety.

1.9.3.3. Any incident which results in a fatality on facilities or properties owned, leased, or regulated by the Department must be reported immediately to the respective District Secretary or Assistant Secretary.

1.9.4. Accident Investigation

1.9.4.1. The purpose of an accident investigation is to gather information and record facts about the accident that caused the injury, illness, or property damage and to prevent future recurrences. The investigation should:

a) Identify the primary cause(s) and/or contributing factors leading to the accident;
b) Determine what, if any, work practices or procedures are involved in the accident;

c) Determine what corrective actions can be taken to prevent similar accidents.

d) Gather all related information needed to answer the question of what happened, to whom, when, and where;

e) Identify person(s) involved in the accident and person(s) who witnessed the occurrence;

f) Include an interview of each witness, if possible, which might provide information on the underlying cause(s) of the accident.

1.9.4.2. The primary responsibility for conducting the investigation and gathering needed information about the accident rests with the immediate supervisor of the employee involved in the accident or with any other employee designated by the Unit Manager/Office Head for this purpose.

1.9.4.3. The investigation of the accident should be initiated immediately. The required reports, Form No. 500-000-18, Injury/Illness Report and Form No. 500-000-15, Vehicle Crash/Incident Report must be completed within seven (7) working days of the occurrence. All information gathered from the investigation shall be recorded on the required report form. The report will provide findings regarding the accident to the Unit Manager/Office Head and provide a written record of the interim action(s) or corrective action(s) being taken to prevent similar occurrence(s).

1.10. SMOKING IN DEPARTMENT VEHICLES

In accordance with policy Topic No. 001-010-015, Tobacco Use Policy, (Link: http://fdotwp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=001-010-015), the use of tobacco products, including “E-cigarettes,” is prohibited in Department vehicles.

1.11. Equipment Operating Rate

1.11.1. Purpose

Equipment operating rates are established to estimate costs for the
operation of mobile equipment. The billing to operational cost centers is based on actual operating costs and not operating rates.
1.11.2. Responsibilities

   a) The Office of Maintenance, in cooperation with Office of Comptrollers, will determine methodology and develop the rates.

   b) Districts are responsible for maintaining and entering into automated or manual systems accurate data relating to vehicle and equipment operation and maintenance.

1.11.3. Components of Rate

   a) The mobile equipment operating rates will be calculated for each fleet code number and will include the following:

      • Actual depreciation costs
      • Actual operating costs, including fuel, oil, repair, and maintenance costs.
      • An indirect or overhead factor that represents actual fleet operations overhead costs. (Note: Elements comprising the overhead factor shall be detailed. Elements that are already covered in other department billings may be excluded from the vehicle operating cost).

   b) Rates will be per unit and/or per mile, based on the number of units or actual utilization of all equipment within each fleet code number.

   c) Implementation - Equipment operating rates will be reviewed and adjusted, if necessary, on an annual basis. The equipment operating rates will be used for estimating costs for job cost report purposes, and will be used by the Department for recovery of reimbursements due the Department for use of the Department's equipment.
1.12. USE OF DOT 1

1.12.1. General

The Department's antique truck, “DOT 1”, is available for public display and parades under certain conditions. This section gives the procedure for securing this truck and sets forth necessary guidelines for its operation and maintenance. No commercial use by or for the benefit of nonpublic individuals, firms, or institutions shall be made of the vehicle.

Authorized Department maintenance personnel are responsible for the use and care of the vehicle under the direction of the Mobile Equipment Manager or designee in the Central Office.

1.12.2. Procedure

DOT 1 will be available for special public displays and parades throughout the State under the following guidelines:

1. A list of events, compiled by each District and updated as desired shall form the basis for a calendar for use of DOT 1. This calendar will be maintained by the Mobile Equipment Manager or designee, who has been designated as the “DOT 1 Coordinator.” Events which are held annually, the dates of which are subject to change, are not carried to a new calendar year, but renewal requests must be made. Preference in assigning use shall be given to those events previously placed on the calendar.

2. Requests for use of the vehicle shall be made using a copy of Form No. 400-030-01, Request for Use of DOT 1, (Link: http://procnet.co.dot.state.fl.us/forms/informs/40003001.pdf) and received by the DOT 1 Coordinator at least 21 calendar days prior to an event. The request shall be signed by a person holding a position of at least an Office Manager in the Central Office or District Director or higher in a District Office.

3. On the basis of first request received, first considered, the DOT 1 Coordinator shall respond not less than 14 calendar days prior to the event, notifying each requestor whether the vehicle is available and, if available, giving the vehicle's location and other necessary instructions.
1.12.3. The following regulations shall be adhered to by users of the vehicle:

1. It is to be driven only by a Department employee with a valid operator’s license. Supervision shall be by a Department mobile equipment shop superintendent or foreman.

2. Occupants of the truck are limited to Department employees, public officials, or others as may be authorized by the Secretary of Transportation or his or her delegate’s. The number of occupants must not exceed the number authorized by state and local laws and regulations.

3. An enclosed trailer with electric brakes is provided for the transport of DOT 1. A tow truck is not provided. The user shall arrange for a suitable tow truck, which must be a one-ton or larger capacity, with hookup for electric brakes.

4. The user will be responsible for total care and security of the vehicle and trailer, including loading, transporting, unloading, fuelling, and cleaning before and after use.

5. The user will make entries on Form No. 400-000-55, Daily Log & Monthly Fleet Equipment Report, noting all dates and uses while in the user's care, for both the vehicle and the trailer.

6. Special problems, including breakage, repairs, etc., must be listed by memorandum, with a copy of the shop work order or other documents attached, and furnished to the “DOT 1 Coordinator” in the Office of Maintenance.

7. All repairs and/or parts required must keep the vehicle as near as possible in appearance to the original configuration and be performed in such a manner as to retain a high degree of antiquity.

1.12.4. Operating instructions for drivers/operators of DOT 1 are as follows:

1. The truck must, at all times, be operated at moderate speeds and under the conditions applicable to necessary transfer, parades, or test runs. The operator must listen and watch for problems that could cause damage and must discontinue operation if necessary to prevent damage to DOT 1.

2. Prior to Operating - Each Day:
   a. Check oil, coolant, and fuel levels and replenish as required.
b. Perform a walk-around inspection for proper tire inflation, loose or overhanging items and/or accessories. Correct before operating.

3. Starting and Driving Instructions:
   a. Turn fuel valve on; quarter turn counterclockwise, with handle down.
   b. Set ignition lever advance (spark) at quarter down, counterclockwise, at left side of steering wheel.
   c. Set throttle lever at half down (approximately), clockwise, at right side of steering wheel.
   d. Turn ignition key to pop ignition out.
   e. Push starter rod with right toe and as engine turns, quickly lift choke rod until engine fires and release. Do not choke more than two engine turns at a time.
   f. As soon as engine runs, adjust spark lever downward and throttle lever upward to obtain desired idle level.
   g. When engine is turned off for more than very short periods of time, the fuel valve should be turned off (clockwise) one quarter turn.
   h. REMEMBER, the transmission is not synchromesh and shifting comes with clutch-throttle manipulation (double-clutching) and experience.

1.12.5. Service Instructions (Minimum)

1. The truck engine lubricating oil is S.A.E. 30 weight, HD, with a minimum API service rating of SG.
2. Fuel should be regular gasoline, minimum octane of 87.
3. Use 25 percent permanent type winter/summer antifreeze solution, flush and renew each year.
4. The truck should be fully serviced at least every six months or more as conditions and use may require.
5. It should be noted that the primary electrical system is 6V, positive ground. If recharging the battery is necessary, remove cables and charge positive to positive and negative to negative, as is normal to recharge batteries.
Chapter 2
FLEET QUALITY ASSURANCE

2.1. GENERAL

It is the policy of the Florida Department of Transportation to use a systematic but flexible approach to Quality Assurance (QA) and Quality Control (QC) to monitor work processes to implement laws, rules, procedures, policies, and standards. This is intended to ensure compliance and quality performance by the Central Office and District units responsible for the delivery of transportation products, services and information. See procedure Topic No. 001-260-001, Quality Assurance and Quality Control, (Link: http://fdotewp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=001-260-001).

Fleet management is a complex business and ensuring the effectiveness of a fleet management program requires a set of requirements and indicators that represent all aspects of service delivery, cost control, safety, and appropriate use. Large fleets generate corresponding large amounts of data—too large to be simply “looked at” with any meaningful result. The use of a series of measures capable of identifying problems or areas for improvement is an essential management tool.

2.2. DEFINITIONS

- **Quality** is defined as conformance to valid customer requirements (including laws, rules, procedures, policies and standards).

- **Quality Assurance** is defined as the activity of providing fact-based evidence that quality products, services, and information are being delivered.

- **Quality Control** is defined as the activities of implementing, monitoring and continuously improving processes to ensure delivery of quality products, services, and information.

2.3. RESPONSIBILITIES

2.3.1. The Office of Maintenance shall develop, execute and manage a Fleet Quality Assurance Program for the Florida Department of Transportation vehicle and equipment fleet (Fleet). Responsibilities include, but are not limited to:

1. Determination of all measures and analysis required to effectively manage the Fleet.
2. Determination of measures for inclusion in the Department’s Annual Quality Assurance Monitoring Plan.

3. Scheduling of Quality Assurance Reviews and Inspections.

4. Review of Plan information and measures, determination of actions required for improvement, and execution management.

2.3.2. All districts and units are required to collect and provide the data required by the fleet quality assurance program, be responsive to requests from the Office of Maintenance, review and ensure data accuracy, endeavor to meet quality targets, take immediate action on quality review and inspection findings, and actively manage activities associated with quality outcomes.

2.4. FLEET QUALITY COMPONENTS

The Fleet Management Quality Control Program shall contain elements that monitor key fleet management activities and have quality data available to measure effectiveness. The required elements include:

1. General Fleet Management – Activities and outcomes relating to overall cost management, policy dissemination, planning, and service effectiveness

2. Inventory/Availability/Use – Controls and practices relating to inventory management, availability, and use

3. Fleet Management Information – Controls and practices ensuring full and accurate data reporting

4. Maintenance – Practices and outcomes that reflect effective maintenance service delivery

2.5. FLEET QUALITY ASSURANCE PROGRAM REQUIREMENTS AND COMPLIANCE INDICATORS

The requirements and compliance indicators for the Fleet Quality Assurance Program are detailed in the Appendix of this Manual. It includes detail on the review process and related responsibilities. The measures highlighted are the current fleet management measures. The additional measures are for future revisions of the Fleet Quality Assurance Program.
Chapter 3
FLEET MANAGEMENT INFORMATION SYSTEMS

3.1. PURPOSE

Efficient management of the vehicles and equipment in FDOT’s fleet requires accurate records and data related to equipment location, condition, utilization, fuel use, and operating costs. Good records help make possible appropriate equipment dispatching, minimum idle time, regular maintenance scheduling, utilization review, effective cost management, and timely replacement. For FDOT, the required information is housed in various state systems, including the Florida Accounting Information Resource System (FLAIR), FDOT Maintenance Management System (MMS), DMS Fleet Management Information System (FMIS), FDOT Petroleum Accounting System (PETRO) plus FDOT software required to affect the interfacing of the aforementioned systems. The maintenance of these systems is the joint responsibility of the Office of Maintenance, the FDOT Districts, and the DMS Bureau of Motor Vehicles and Watercraft Management.

3.1.1. All FDOT mobile equipment is listed in FLAIR and FMIS. All equipment must appear in both systems in order for the monthly accounting to be correct.

3.2. Equipment Numbers

3.2.1. FLAIR - Mobile equipment in FLAIR is assigned five-digit numbers with leading zeros as required. FLAIR adds a sixth leading zero digit. FLAIR prefixes mobile equipment with “ME,” which stands for mobile equipment. This prefix is used only in FLAIR and has no other application in FMIS. The sixth leading zero is used for mobile add-on equipment, which is designated “MA.” For example, a hoist mounted on a truck, which might be removed when the truck is sold and re-used on a new truck. The number of the hoist would be MAXXXXXX, where the first X is “1” for the first mobile add-on to that “ME” item, “2” for the second add-on, etc. See also, Topic No. 350-090-310, Tangible Personal Property, (Link: http://fdotewp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=350-090-310).

3.2.2. FMIS - All FDOT mobile equipment in FMIS is identified by the prefix “DOT” followed by the assigned five-digit number with leading zeros as required. This is called the “DOT Number” or the “Tag Number” in FMIS and ME number in FLAIR. DOT license tag numbers are “chained” to ME numbers in FLAIR and are cross-referenced through a program in the
Mobile Equipment (MEQ) system. All vehicle charges are made through the FMIS system by DOT number.

3.3. Inventory Additions and Deletions

3.3.1. FLAIR - The Office of Maintenance is responsible for all FLAIR master file additions of mobile equipment items when new equipment is received. The Districts are responsible for monitoring their respective fleet inventories in FLAIR and requesting the Office of Maintenance for transfers from one district to another. Fleet items from Central Office will be transferred to the Districts for disposal process. Statewide Offices, such as Turnpike Enterprise, MCSAW, State Materials, etc., shall ensure that DFM and the Office of Maintenance are informed of any vehicle transfer or any other action that would affect inventory, shop assignment, and location assignment. The Districts are responsible for deletions or disposals in FLAIR. The Office of Maintenance will issue mobile add-on “MA” to equipment in FLAIR as requested by the districts. The Districts are responsible for monitoring their respective fleet inventories and correcting discrepancies between FLAIR and FMIS.

3.3.2. FMIS - The Districts are responsible for FMIS file additions and deletions. Deletions are made when equipment is sold, stolen, or cannibalized. Fleet items from Central Office will be transferred to the Districts for disposal process. Statewide Offices, such as Turnpike Enterprise, MCSAW, State Materials, etc., shall ensure that DFM and the Office of Maintenance are informed of any vehicle transfer or any other action that would affect inventory, shop assignment, or mechanic workload. The Districts are responsible for monitoring their respective fleet inventories and correcting discrepancies between FMIS and FLAIR.

3.4. CORRECTING OR CHANGING FLAIR DATA

3.4.1. It is necessary to change FLAIR data in the event that:

- Data shown on a report is not correct.
- Mobile equipment is assigned to another shop for service.
- Equipment is assigned to another unit within the District.

It is the responsibility of the District to make necessary changes and correct errors in the FLAIR property file. After making changes, put a “C” in the second space of the FLAIR “Property Unique” field and the date in the fourth through ninth spaces.
Equipment transfers between Districts will be entered in FLAIR by the Office of Maintenance. For information and requirements relating to bar code decals, refer to procedure Topic No. 350-090-310, Tangible Personal Property (Link: http://fdotwp2.dot.state.fl.us/ProceduresInformationManagementSystemIntranet/Procedures/ViewStaticDocument?topicNum=350-090-310).

3.5. VEHICLE UTILIZATION REPORTING

3.5.1. Daily Logs

FMIS is supported by monthly reports from each District compiled from daily reports filled out by operators or job foremen. The MotorLog data entries from Form No. 400-000-55, Daily Log and Monthly Fleet Equipment Report and the Maintenance Management System data entries from Form No. 325-010-01, Daily Maintenance Crew Report, are the beginning of the information flow that supplies vehicle use data; such as mileage or hours of use, down-days, and idle-days to FMIS.

3.5.2. Equipment Included

All equipment that has been assigned a FDOT number is required to have daily usage reports. A report is required for each month the equipment is on inventory, until it has been processed for disposal. Once disposal paperwork has been completed the FMIS file must be changed to designate that no log is required. This is done by inserting the letter “N” in the “log required” field.

3.5.3. Responsibility for Completion

The operator of the individual equipment is required to complete the daily report. However, when a crew of people is working from one vehicle or if a group of equipment is being operated by more than one person, the crew supervisor or his designee will fill out the daily report.

3.5.4. Forms

3.5.4.1. Each month the daily entries on Form No. 400-000-55, Daily Log and Monthly Fleet Equipment Report, are entered directly into the MotorLog application by the driver/operator. This must be accomplished by the fifth working day of each month in order to meet DMS Administrative Rules requirements. Districts may require earlier submittal if deemed necessary by the DMEA.
3.5.4.2. Each month the daily entries on Form No. 325-010-01, Daily Maintenance Crew Report, are entered directly into the Maintenance Management System (MMS). This form must be used by all maintenance units to report equipment use, production, and employee time.

3.5.4.3. Processing

1. Data for each report in Section 3.5 above is entered at the local yard, stored electronically, and then compiled into a monthly report.

2. After data entry, all data from the logs and crew reports are edited for errors and inconsistencies. Error listings are sent to the Office of Maintenance and to the Districts for corrective action.

3. After correcting, utilization records are processed by the Office of Maintenance Roadway Section for addition to the monthly data transfer to FMIS.

3.6. FUEL USE RECORDS

Fuel usage is recorded by State of Florida credit card purchases at commercial stations and through purchases made at FDOT Automated Fuel Dispensing stations at Maintenance yards. Each system is described as follows:

3.6.1. Fueling at Commercial Vendors

Commercial fuel data is received electronically from the State’s credit card vendor. Requirements regarding use of this credit card may be found in Chapter 1, Section (7) of this Manual. Any miscellaneous charges made in accordance with State policy on the credit card shall be reported in writing to the assigned mobile equipment shop for recording on a shop work order in FMIS.

3.6.2. Fueling at DOT Facilities

Fuel purchases at FDOT facilities are either recorded by the Automated Fuel Dispensing System or by credit card invoices, if the automated system is down. Credit card invoices are gathered at the District and are verified and approved.
3.6.3. Fuel Data Accuracy

The DFM shall be responsible for checking the accuracy and completeness of commercial and FDOT fuel records.

3.7. DEPARTMENT OF MANAGEMENT SERVICES FMIS REPORTS

3.7.1. General

There are a variety of FMIS management reports which are available to all levels of management. Standard reports have been preformatted and designed by DMS in cooperation with the Office of Maintenance. They may be retrieved from the FMIS by name.

3.7.2. Standard Reports

   a) Equipment Management Summary Report. This report combines three types of reports into one. It summarizes use, operating costs and inventory information for all equipment.

   b) Equipment Cost and Utilization Summary. This report can be sorted and filtered a number of different ways and is an excellent management tool for obtaining an overview of idle and down time, miles or hours utilized, days idle, days down, maintenance cost, operating cost, and cost per mile or hour. It is recommended that managers run and study these reports frequently for equipment under their cognizance. Districts are required by Quality Assurance Reviews to document that equipment use and costs have been reviewed through such reports every month.

3.7.3. Exceptions Reports. Exceptions list only the equipment satisfying the selected reporting criteria.

3.7.4. Inventory Report. This report lists all equipment in the Department by number. In addition to the standard reports, special listings can be created. These listings can include only user specified information. However, they may take longer to produce since they must be written to fit each situation. Like the standard reports, these listings are available in several formats.

3.7.5. Utilization Report. This report details the idle time and miles or hours of usage in equipment number order. The report can combine several fleet codes on one page or it can page break between fleet codes.
Chapter 4
SHOP OPERATIONS

4.1. GENERAL

a) All repairs, data, and information relating to the work performed at FDOT shops shall be in compliance with this Manual.

b) All FDOT mobile equipment has been assigned to a FDOT mobile equipment shop for maintenance. All maintenance to be performed on any FDOT vehicle shall occur under the direction of the assigned shop superintendent.

c) If emergency repairs away from the normal work area are required, the closest FDOT shop should be contacted. If there are no FDOT shops accessible, commercial shops may be used as an alternative. The operator is required to contact the Shop Superintendent on the next business day to advise of vehicle status and to provide a copy of the commercial repair order. It shall be the responsibility of the Cost Center Manager to which the item of equipment is assigned to ensure that the commercial repair order is provided to the appropriate shop. The shop will record the repairs in FMIS and a copy of the commercial repair order will be filed by the shop.

d) A shop work order must be completed for all action of maintenance including not only FDOT shop work, but commercially obtained work, operator performed work, warranty work, and factory or vendor recall work, even when no cost to the Department is involved.

e) Only FDOT vehicles and equipment are to be serviced and/or repaired in FDOT shops unless prior authorization from the Office of Maintenance is secured.

f) If vehicles from other State agencies stop at an FDOT shop for emergency repair, such as overheating due to a fan belt problem, or a flat tire, the shop should assist as necessary, including performing minor repairs, to get them on the road again.

g) Absolutely no work is to be done on personal vehicles in FDOT shops or on FDOT time.

4.2. PREVENTIVE MAINTENANCE

a) Currently, FDOT follows Preventive Maintenance (PM) schedules and utilizes other aspects of a PM system supplied by the Florida Department of Management Services, Bureau of Motor Vehicles and Watercraft Management, with the exception of service check lists. This system is FMIS. This is a unified system with consistent shop work order, work code entries,
and shop file folder information entry conventions. The FMIS system is the official program for monitoring and reporting delinquent PMs. All FDOT shops are required to use the FMIS system.

b) The PM system is a three-tiered system, consisting of a PM “A”, PM “B”, and PM “C” service plan. Under this system, the PM “A” is a routine servicing consisting mainly of an oil and filter change, fluid check, and general inspection. Consult mobile equipment manufactures manuals for recommended preventive maintenance intervals. PM “B” adds some service and inspection items, and is to be done every third PM “A”. PM “C” is a major servicing and tune-up, including replacement of all belts and hoses. It is done every sixth PM “A”.

c) The Office of Maintenance, in cooperation with the districts, shall develop a standard list of repairs and inspections to be completed on stated intervals for the PM “A”, PM “B”, and PM “C” service plan. Use this standard list of repairs and inspections as a guide along with the manufacturer’s maintenance manual to prevent missing service requirements that would void the manufacturer’s vehicle warranties. The PM system is a guide which should be used with judgment. The checklists supplied are optional. Not all items on the checklists apply to all vehicles and there may be items which should be checked or serviced which are not on the checklist. The checklist should therefore be regarded as a minimum service. See the Appendix section for the preventive maintenance checklist.

d) When performing PMs and inspections, shops shall identify all other required repairs and complete them immediately or schedule them with the vehicle driver as appropriate.

e) The methods utilized to schedule PMs and the corresponding follow-up process may be determined by each district; however it is essential that the process ensure timely PM completion and minimize downtime for both the vehicle and the driver. It is the responsibility of the MEOEM to ensure that all vehicles and equipment assigned to a shop over which the MEOEM has authority are serviced on schedule. PM enforcement on non-Maintenance vehicles and equipment through appropriate management channels must be pursued.

4.3. REPAIR AND MODIFICATION

a) All except emergency repairs and modifications are to be under the direction of the Shop Superintendent of the shop to which the vehicle or item of equipment is assigned. It shall be the Shop Superintendent’s decision to perform the work in the shop or contract it to a commercial source. Such decisions shall be based on the best value for the Department, with
commercial repair and parts cost compared to cost of completing the repair internally, using the shop labor and parts plus mark-up rates to determine the latter. In addition to the cost differential, the amount of time the vehicle would be off line shall also be considered. If special skills or equipment are required for certain repairs or there are cost advantages of volume, a cost benefit for always outsourcing that type of repair should be completed.

b) Major modifications to a vehicle, outfitting vehicles with aftermarket specialty equipment, or similarly equipping new or used vehicles requires the prior approval for the Office of Maintenance. Intentions of equipping new vehicles must be declared at the time of vehicle order request.

c) Shop Superintendents are responsible for establishing priorities and scheduling of all repairs, maintenance, and modification of vehicles and equipment assigned to the shop. (For modifications, engineering assistance should be sought through the DFM).

d) All repairs are to be completed in accordance with standard acceptable practices and in compliance with warranty requirements.

e) All welding on critical components of equipment, the failure of which would jeopardize the safety of personnel or cause more than inconsequential property damage, shall be accomplished in accordance with applicable American Welding Society specifications. This includes the provisions for welder qualification and inspection of welds. Assistance from the Aluminum Fabrication Shop in Oviedo can be requested when welding critical components to equipment.

4.4. SHOP WORK ORDERS

4.4.1. General Information

a) All FDOT numbered vehicles and equipment must have a work order completed for ANY work by ANY person or entity. This includes Non-Highway Fixed Asset (NHFA) items and small mobile mechanical equipment, such as lawn mowers. For NHFA items and small mobile mechanical equipment, such as lawn mowers, which do not have an NHFA number, use "90XXX" where the XXX is the cost center of the shop to which the item is assigned. The shop work order will be entered by shop personnel into FMIS.

b) All time spent by any FDOT employee (Mechanic, Supervisor, Laborer, etc.), inmate, or contracted individual working on any FDOT vehicle must be entered into FMIS. The time recorded is to be the actual time expended.
c) Each repair task is to be coded in accordance with the Repair Code List in FMIS.

d) Any parts utilized in the maintenance and repair of a vehicle must be entered into FMIS with the associated repair time.

e) Any repair and maintenance and associated parts secured at a commercial repair shop or other outside vendor must be entered into FMIS.

4.5. REPORTING OF VEHICLES AWAITING SERVICE

a) Each Shop will provide instructions to their customers for providing notice to the shop of any piece of equipment that is “down” due to the need for maintenance or repair of any kind. Such notice shall be provided to the shop within one working day of the item being reported “down” by Maintenance crews.

b) The Shop Superintendent is responsible for scheduling and prioritizing repairs. Repairs must be scheduled within two working days of receiving notice.

c) If it is determined by the MEOEM or designee that a “down” unit will not be repaired due to age and condition, then actions to dispose of the unit shall be immediately taken in accordance with the disposal requirements detailed in Chapter 1, Section (8) of this Manual.

d) If it is determined by the MEOEM or designee that a “down” unit will not be repaired due to insufficient funds to cover the repair cost, then a shop work order shall be opened with the explanation on the work order that the vehicle will be repaired when funds are available. The shop work order will remain open until repairs are accomplished. After 6 months, the item shall either be considered for repairs or disposal in accordance with the disposal requirements detailed in Chapter 1, Section (8) of this Manual.

e) If a unit that has been repaired is not picked up within 2 working days of notice, the Cost Center Manager of the vehicle shall be notified. This will ensure that the vehicle is placed in service.

4.6. MOBILE EQUIPMENT DELIVERY, INSPECTION, AND ACCEPTANCE

When mobile equipment is delivered to the maintenance yard, the Shop Superintendent or designee is responsible for the following:

a) Accepting delivery. Equipment is not considered delivered until it is on the ground. FDOT personnel should not assist in the unloading, nor should FDOT equipment be used for this purpose unless there is no other practical
alternative. Participating in unloading equipment could result in a claim if an accident occurs during unloading.

b) Inspection. The DFM is responsible for ensuring that the Shop Superintendent has a copy of the correct specification for the equipment on hand. The Shop Superintendent, or designee, will inspect the equipment to ensure conformance with the specification. This must be done line by line and include any special provisions.

c) Weight and VIN Verification. For non-DMS contract vehicles purchased from out of state dealers, the Vehicle Identification Number (VIN) must be verified by a badged law enforcement officer, a Notary Public, a licensed Florida vehicle dealer, or a Department of Highway Safety and Motor Vehicles Inspector. If the item being accepted is a trailer less than 2,000 lbs. gross vehicle weight (GVW) and the weight is not stated on the Manufacturer's Statement of Origin (MSO), the trailer must be weighed and the weight stated and verified by one of the above officials. Trailers under 2,000 lbs. do not require a title, only a tag.

d) Retention of Titles. All vehicle and equipment titles are to be applied for and retained by the Office of Maintenance, who shall be charged with their safekeeping.

e) Non-Conforming Equipment. If the equipment as delivered does not meet specification requirements, the DFM, or designee has the following options, which must be confirmed in writing:

- Refuse to accept the equipment.
- Require the vendor to repair or modify the equipment to eliminate the non-conformance.
- If the non-conformance involves missing features or accessories, the value of which can be readily determined, the item can be accepted, if desired, and the value of the missing items can be deducted from the Procurement Requisition before it is released for payment.

f) Conforming Equipment. After acceptability is determined, the Shop Superintendent fills in the “Date Received” and “Date Accepted” on the receiving documents and sends it to the DFM for payment process. If the item of equipment in question is assigned to Maintenance, the Maintenance Management System (MMS) Manager at the yard should be notified for inclusion of the item in the MMS inventory. The unit supervisor should also be notified of the arrival of the equipment.

g) The DFM should retain copies of all pertinent documents for files. The original copy of the procurement requisition is forwarded with the original copies of the invoice to the FDOT District Comptroller's Office for payment.
h) A copy of the following documents must be sent to the Office of Maintenance Roadway section for tag process:

- Copy of Procurement Requisition
- Copy of Direct Order
- Copy of Invoice
- Copy of Form No. 400-030-02, Request for Purchase of Mobile Equipment (completed by the District)
- Original Manufacturer’s Statement of Origin (MSO)
- Original Form DHSMV 82040, Application for Certificate of Title With/Without Registration (completed by the dealer)
- Original Form DHSMV 82042, Vehicle Identification Number and Odometer Verification (if the item is from out of State)

i) Documents necessary for obtaining tags and titles, as described above, are to be sent by the DFM to the Roadway Section of the Office of Maintenance which will obtain title, registration, and tag. Unless there is an unusual delay at the Department of Highway Safety and Motor Vehicles, this should not require more than 10 working days after receipt of complete, correct documents by the Office of Maintenance. The tag number, when obtained, will become the ME and DOT number.

4.7. SHOP MAINTENANCE AND REPAIR SERVICE RATES

4.7.1. Purpose – Service rates are a vital tool for analyzing the effectiveness of resources applied to fleet activity. They offer the ability to engage in fleet management best practices such as activity based costing; benchmarking; shop management, repair decision making and analysis of competitiveness with alternative service providers, fleet asset management based on market and economic principals, and life-cycle cost analysis. They also provide a sound method for charging customers or program for shop labor.

4.7.2. Components – Shop labor rate development involves identifying all the direct and indirect costs associated with providing maintenance and repair and computing an amount that will recover these costs when multiplied by the number of units of such good or service consumed by users of the service. Typically in fleet operations this includes an hour of shop labor, a markup on parts and fuel, and/or fees for ancillary services. The following services shall have rates or fees developed:
1. Maintenance and Repair
2. Parts (acquisition costs and sales)
3. Commercial (management of acquisition and sales)
4. Fleet Administration (costs directly associated with managing and administering the fleet)
5. Fuel Management

4.7.3. Application - The shop labor rates will be utilized to calculate the cost of maintenance and repair in FMIS, which in turn provides the basis for vehicle and equipment operating rates detailed in Chapter 1, Section (11) of this Manual. The shop labor rates shall be reviewed and updated annually.

4.7.4. Responsibilities

1. The Office of Maintenance, in concert with the Office of Comptrollers, is responsible for developing the detailed methodology for shop labor rate development, the distribution of specific methodology to the districts, analysis of data compiled, and combining data to develop statewide shop labor rates. They are also responsible for training District Fleet and Accounting personnel in the review and use of the data utilized in shop labor rate calculations.

2. Districts are responsible for accurate and timely development and reporting of data as defined in the shop labor rate development methodology.

3. Districts are required to conduct annual reviews of all staff associated with fleet operations to validate the percentages of time devoted to fleet functions, fleet activities, and the shop labor rate development process.

4.7.5. Methodology

4.7.5.1 The detailed methodology developed by the Office of Maintenance shall include the following:

a) Define the services provided by each District in maintenance and fleet administration
b) Identify the costs to be recovered
c) Allocate costs to cost pools that correspond to the services provided
d) Determine billable units of service
e) Calculate shop labor rates (Shop/District/Statewide).
The FMIS system and State Payroll system shall be utilized to secure direct costs and labor hours. The Department’s accounting system and accepted estimating techniques shall be used to determine indirect and overhead costs associated with operating the shops. The Office of Maintenance, in consultation with a team of fleet management and district/central financial staff, will develop a consistent approach to isolating, reporting, and estimating shop related expenses. The goal is to secure costs in a way that accurately reflects the actual costs associated with shop operations, fuel services and fleet administration.

4.7.5.2 Overview and Example:

4.7.5.2.1 Step 1: Define the services provided by each District maintenance shop

This step is designed to define the major service functions performed by the District shops. The intent is to develop cost pools that can be recovered through billable units such as labor hours, markups, and fees. Costs that are associated with Maintenance and Repair (M&R), for example, are combined for each shop and then divided by the number of labor hours that can be reasonably expected to be documented on work orders. If the costs of M&R equal $1,000,000 and there are 10,000 billable hours available, then the shop labor rate is $100 per hour.

Currently the major services provided in the Districts are:

a. Maintenance and repair
b. Parts (acquisition costs and sales)
c. Commercial (management of acquisition and sales)
d. Fleet Administration (costs associated with managing and supporting the processes involved with the vehicle fleet)
e. Fuel Management
4.7.5.2.2 **Step 2: Identify Costs to be Recovered**
This step involves creating templates and collecting data of normal budget expenses that generally apply to fleet operations including:
- A listing of every employee that expends time in fleet operations in each district, then securing the time allocations and salary and benefit cost for each of these employees.
- A listing of *non-salary and wage* expenses that generally apply to the operation of a maintenance shop. A sample list is as follows:

<table>
<thead>
<tr>
<th>Typical Shop Operational Non Salary Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binding &amp; Printing</td>
</tr>
<tr>
<td>Chemicals</td>
</tr>
<tr>
<td>Clothing Allowance</td>
</tr>
<tr>
<td>Compliance Testing</td>
</tr>
<tr>
<td>Employee Expense Allowance</td>
</tr>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Fuel System Supplies</td>
</tr>
<tr>
<td>General Office Supplies</td>
</tr>
</tbody>
</table>

4.7.5.2.3 **Step 3: Salary and Benefit Costs to Cost Pools**
The service areas identified in step 1 above each become a “cost pool.” When all of the employees of a District that have duties related to the fleet are accounted for, the percentages of the total time are applied as allocations. The approach used to allocate salary and benefit costs to cost pools is based upon the amount of human resources that are dedicated to each service. That is, if an employee spends 50% of his/her time on maintenance and repair (M&R) and 50% of his/her time acquiring parts, then these percentages are assigned accordingly to the maintenance and repair and parts pools. If the activity is in support of the entire fleet operation (like time spent paying bills, completing Procurement requisitions, etc.), it is assigned to Fleet Administration.

Management time should be assigned to the appropriate cost pool, with management of the repair shop allocated to maintenance, management of the parts department allocated to parts, and general management of the fleet or over the processes involved (such as bill payment) allocated to fleet administration, etc. To accurately determine the percentages of employee time, each
District is asked to complete a survey that identified employees with fleet duties and to assign a percentage of time to each of the four cost pools. A sample of the percentage of time reported for all employees in the Districts is depicted in the following table.

### Table - Fleet Salary and Benefit Allocation to Cost Pools

<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>M&amp;R</th>
<th>PARTS</th>
<th>COMMERCIAL</th>
<th>FLEET ADMIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>49.7%</td>
<td>11.5%</td>
<td>6.6%</td>
<td>32.3%</td>
</tr>
<tr>
<td>2</td>
<td>64.6%</td>
<td>20.0%</td>
<td>0.0%</td>
<td>35.1%</td>
</tr>
<tr>
<td>3</td>
<td>65.3%</td>
<td>9.1%</td>
<td>12.5%</td>
<td>13.2%</td>
</tr>
<tr>
<td>4</td>
<td>70.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>30.0%</td>
</tr>
<tr>
<td>5</td>
<td>68.5%</td>
<td>11.8%</td>
<td>0.0%</td>
<td>19.6%</td>
</tr>
<tr>
<td>6</td>
<td>66.1%</td>
<td>14.8%</td>
<td>13.2%</td>
<td>6.0%</td>
</tr>
<tr>
<td>AVERAGE</td>
<td>64.0%</td>
<td>11.2%</td>
<td>5.4%</td>
<td>22.7%</td>
</tr>
</tbody>
</table>

**4.7.5.2.4 Step 4: Define Shop Labor Rate Structure**

Defining the shop labor rate structure involves the creation of cost models that can be used to allocate the budgetary expenses to each cost pool. Within the model, expenses can be allocated in three ways:

a. Expenses that are common to all cost pools, such as utilities (electricity, water, sewer, etc.) are allocated based on the percentages of time determined in Step Three above.

b. Expenses for specific purposes such as vehicle parts are allocated directly to the cost pool for which they are used.

c. Expenses that are shared, but not common to all cost pools, such as employee uniforms that may only apply to M&R and Parts Room, are allocated to those cost pools based on the percentage of use by those pools.

For each District the expenses reported will be applied to the cost allocation models and total costs by service area calculated. The table on the next page depicts an example of the distribution of all costs in the shop labor rate model.
Table: Cost Distribution

<table>
<thead>
<tr>
<th>District</th>
<th>M&amp;R</th>
<th>Parts</th>
<th>Commercial</th>
<th>FMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>$1,233,748</td>
<td>$273,189</td>
<td>$156,292</td>
<td>$769,248</td>
</tr>
<tr>
<td>District 2</td>
<td>$1,793,210</td>
<td>$5,863</td>
<td>$0</td>
<td>$955,107</td>
</tr>
<tr>
<td>District 3</td>
<td>$1,226,078</td>
<td>$169,766</td>
<td>$233,884</td>
<td>$246,979</td>
</tr>
<tr>
<td>District 4</td>
<td>$400,889</td>
<td>$2,685</td>
<td>$0</td>
<td>$167,820</td>
</tr>
<tr>
<td>District 5</td>
<td>$1,824,630</td>
<td>$310,050</td>
<td>$0</td>
<td>$514,534</td>
</tr>
<tr>
<td>District 6</td>
<td>$743,232</td>
<td>$162,602</td>
<td>$144,884</td>
<td>$66,448</td>
</tr>
<tr>
<td>Totals</td>
<td>$7,221,787</td>
<td>$924,155</td>
<td>$535,060</td>
<td>$2,720,137</td>
</tr>
</tbody>
</table>

4.7.5.2.5  Step 5: Determine Billable Units of Service

When developing service rates in order to account for the total cost of doing business, it is necessary to determine the units of service that are available to recover the cost associated with the service. For example, M&R costs can be recovered by charging for each hour of a mechanic’s time that is reported on work orders. In the case of vehicle parts, the cost of acquiring parts, distributing parts to mechanics, and managing vendor invoices can be recovered through a markup added to the cost of each part.

The table on the next page identifies the methods selected as billable units of service for each cost pool and the associated calculation. These are the methods typically used in the fleet industry.
Once the units of service are defined, the number of billable units for each cost pool is identified based on current available FDOT data in FMIS and the payroll system. Examples of the compilations are depicted as follows:

**Direct Labor Hour Calculation (Payroll System Information)**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,080</td>
<td>Annual Regular Paid</td>
</tr>
<tr>
<td>(402)</td>
<td>Annual Average Leave</td>
</tr>
<tr>
<td>1,678</td>
<td>Available at Work</td>
</tr>
<tr>
<td>(222)</td>
<td>Break/Training/Misc. Time</td>
</tr>
<tr>
<td>1,456</td>
<td>Expected Billable Hours (Reportable Man Hours)</td>
</tr>
</tbody>
</table>

These expected billable hours should be the basis for determining shop labor rates. However, it is essential to ensure that this number of hours is actually billed, and if not, determine where the hours not accounted for are spent. This can be accomplished by comparing the expected hours to the hours actually recorded in FMIS. See next table for example.
Table: Actual vs. Expected Labor Hours

<table>
<thead>
<tr>
<th></th>
<th>Mechanics Allocated</th>
<th>Labor Hours Projected (1456 per Mechanic)</th>
<th>Labor Hours Actual (prior year FMIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>12.0</td>
<td>17,472</td>
<td>17,791</td>
</tr>
<tr>
<td>District 2</td>
<td>17.8</td>
<td>25,917</td>
<td>27,559</td>
</tr>
<tr>
<td>District 3</td>
<td>9.2</td>
<td>13,395</td>
<td>10,232</td>
</tr>
<tr>
<td>District 4</td>
<td>7.0</td>
<td>10,192</td>
<td>2,996</td>
</tr>
<tr>
<td>District 5</td>
<td>15.0</td>
<td>21,840</td>
<td>17,497</td>
</tr>
<tr>
<td>District 6</td>
<td>12.0</td>
<td>17,472</td>
<td>5,097</td>
</tr>
<tr>
<td><strong>Average Per Mechanic</strong></td>
<td></td>
<td><strong>1,456</strong></td>
<td><strong>1,112</strong></td>
</tr>
</tbody>
</table>

**4.7.5.2.6 Step 6: Calculate shop labor rates**

Utilizing the costs developed and billable units identified in steps one through five above, shop labor rates can be calculated for each category. Example results would be:

- District 1 Hourly Rate: $70.61
- District 3 Hourly Rate: $91.53
- District 5 Hourly Rate: $83.55
- **Statewide Average Rate:** $81.90

**Parts Mark Up:** 30%

The preceding is only an example of the type of calculations used to determine shop labor rates. Actual calculations will be performed by the Office of Maintenance.

**4.8 VEHICLE EQUIVALENT UNIT** Purpose – The purpose of Vehicle Equivalent Unit (VEU) values is to reduce fleets that contain a broad range of equipment types into a single value that accurately represents the resource requirements for planning and deployment. To do so, planners determine the annual maintenance requirement in mechanic hours for each class of equipment. Then, by assigning a value of 1 to the maintenance requirement for a common vehicle such as a sedan, planners determine the maintenance hours for other types of vehicles and arrive at a number of equivalencies that can be applied consistently to each vehicle class reviewed. The total number of VEU’s in a fleet determines the staffing requirements for maintenance operations. Additionally, maintenance and repair cost per VEU can be calculated, allowing for cost comparisons across diverse fleets.
4.8.2 Example of VEU development: Assume that a fleet has identified that the annual maintenance requirement for a standard sedan is 12 hours and they assigned it a VEU value of 1. They next determined that the average number of annual maintenance hours per vehicle in a class of dump trucks equaled 120 hours. The dump truck takes 10 times more maintenance effort than the sedan (120/12); therefore the dump truck has a VEU value of 10. If there 100 sedans and 100 dump trucks in this fleet, there would be 1100 total VEU’s in the fleet (100 vehicles @ 1 VEU + 100 vehicles @ 10 VEU). Staffing could then be determined based on 1100 hours of maintenance required. The total cost of maintenance could be divided by 1100 to obtain a cost per VEU. This process is commonly used by fleets as a means to assess key resource needs such as staffing size, facility size and throughput, and as a means to compare costs with other fleets.

4.8.3 Example of application: Let us assume that in a shop setting, a single mechanic can be expected to produce 1,200 hours of time directly associated with repairs. Using the previous example of determining that a single VEU represents 12 hours of time for a year, the number of VEU’s a mechanic can support is 100 (1200 hours/ VEU of 12). Now, if we sum of VEU’s for all vehicles in the fleet 1,200 we can estimate that we need 12 mechanics in the shop (1200 VEU's/100 VEU's per mechanic). Further, if we know from experience that each mechanic would require 1.5 average size bays to work efficiently, then we can assume that the shop size would need to be 18 bays or two shifts in a 9 bay facility. Certainly there are many more applications for the VEU concept, but it should be clear that there is great value in using this methodology in the management of fleet operations.
APPENDIX CONTENTS:

Vehicle Checklist – All Vehicles not requiring a Commercial Driver’s License

Vehicle Check list – Vehicles requiring a Commercial Driver’s License

Preventive Maintenance Check List – PM “A”, PM “B”, and PM “C” service plans

Illustrations – Pattern for vehicle marking tape

Minimum Equipment Replacement Criteria

Quality Assurance Review Program

Standardized Vehicle Procurement Chart
Vehicle Checklist (For vehicles not requiring a Commercial Driver's License)

Daily:
- Interior cleanliness
- Windshield and window cleanliness
- Instruments - all work and readings OK
- Leakage of fluids
- Steering looseness
- Looseness of other linkages as applicable
- Operation of brakes
- Operation of horn
- Operation of pedals and hand controls
- Tire pressure (visual)
- Condition of trailer hitch and wiring (if applicable)
- Cargo security (if applicable)
- Operation of dump bed alarm (if applicable)

When fueled or weekly, whichever is sooner (in addition to daily checks):
- Operation of all lights

Weekly (in addition to above daily and when fuel checks):
- First Aid Kit (expiration date)
- Fire Extinguisher (gauge or inspection date)
- Function of wipers and condition of blades
- Function of windshield washers
- Tire condition (damage, adequate tread, and uneven wear)
- Defroster operation
- All controls function
- Coolant, oil, fuel, hydraulic leaks (visual)
- Reflectors (presence, condition)
- Condition of glass
- Condition of mirrors
- Presence and condition of all safety items, such as fire extinguisher and first aid kit
Vehicle Checklist for Vehicles Requiring a Commercial Driver's License (Walk around pre-trip)

**Engine Compartment:**
- Oil level
- Coolant Level
- Power Steering Fluid
- Water Pump
- Alternator
- Any Leaks
- Air Compressor

**Engine Start:**
- Clutch/Gearshift
- Air Gauges
- Oil Pressure Builds
- Ammeter/Voltmeter
- Steering Play
- Parking Brake
- Air Brake Check

**Cab:**
- Seat Belts
- Mirrors, Windshield
- Wipers
- Lighting Indicators
- Horns
- Heater/Defroster
- Safety/Emergency Equip.
- First Aid Kit
- Fire Extinguisher
- Triangles (3)

**Front of Vehicle:**
- Springs
- Spring Mounts
- Shock Absorber
- Lights
- Steering Box
- Steering Linkage

**Front Wheel:**
- Rims
- Hub Oil Seals
- Tires
- Wheel Lugs

**Front Brake:**
- Slack Adjuster
- Chambers
- Hoses
- Drums

**Under Vehicle:**
- Rear of Tractor
- Drive Shaft
- Exhaust System
- Frame

**Fuel Area:**
- Fuel Tank
- Leaks

**Rear Wheels:**
- Rims
- Tires
- Axle Seals
- Lug Nuts
- Spacers

**Rear Suspension:**
- Springs
- Spring Mounts
- Torsion, Shocks

**Rear Brakes:**
- Slack Adjuster
- Chambers
- Hoses

**Rear of Vehicle:**
- Light Reflectors
- Signal/Brake Lights
- Drums
**AUTOMOTIVE AND TRUCKING EQUIPMENT THROUGH ONE TON**
**OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS**

**A Service - 5 Months/5,000 Miles**

<table>
<thead>
<tr>
<th>Vehicle No.</th>
<th>Mileage</th>
<th>Date</th>
</tr>
</thead>
</table>

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

**INSIDE**

1. ___INSTRUMENTS AND CONTROLS – Check all instruments, gauges, switches, controls and warning devices.

2. ___LIGHTS AND HORN – Inspect all lights, signals.

3. ___SEAT BELTS – Check fabric and buckles.

4. ___BRAKE AND CLUTCH – Test to determine if both function properly, check pedal free travel.

**OUTSIDE**

5. ___GLASS – Check for damage/accident.

6. ___BODY CONDITION – Rust/damage that will affect operation.

7. ___WINDSHIELD WIPERS AND BLADE – Check for serviceability.

8. ___LIGHT LENSES – REFLECTORS – Broken or damaged.

**UNDER**

9. ___STEERING AND SUSPENSION – Check for free play.

10. ___LEAKS – Visually inspect the engine compartment, gear housings, backing plates, for water, fluid, oil or oil leaks.

**LUBRICATE**

11. ___EXHAUST SYSTEM – Inspect muffler, exhaust and tail pipe and all connections for leaks.

12. ___SHOCK ABSORBERS – Check for looseness.

13. ___DRIVE LINE UNITS – Engine mounts, transmission mounts, transfer case mounts, PTO mounting, clutch housing, drive shafts, U-joints, differential(s).

14. ___WHEELS AND TIRES – Wheel lugs for tightness, tires for damage and wear, rotate if required by wear, check air pressure.

**SERVICE/CHANGE**

15. ___CHASSIS – Service all fittings, oil and control linkage.

16. ___BODY – Lubricate all door and deck hinges, Striker plates and latches.

17. ___HEAT CONTROL VALVE – Oil check operation.

**CHECK/ADD**

18. ___ENGINE – Change oil and oil filter, __________ Qts.

19. ___TRANSMISSION MANUAL – Check fluid level __________ Pts.

20. ___GEAR HOUSINGS – Check fluid level __________ Pts.

21. ___DIFFERENTIAL(S) – Check fluid level.

22. ___WINDSHIELD WASHER – Check water level.

23. ___AIR CLEANER – Remove and clean.

24. ___BATTERY – Check fluid level, cables and terminals.

25. ___HOSES AND DRIVE BELTS – Check serviceability and tension.

26. ___COMPRESSOR/AIR CONDITIONER – Run unit, observe Freon level at sight port.

27. ___RADIATOR – Check coolant level.

28. ___BRAKE MASTER CYLINDER – Check fluid level.

29. ___POWER STEERING – Check fluid level.

30. ___TRANSMISSION/AUTOMATIC – Check fluid level __________ Qts.

31. ___Replace PM service indicator in folder.

**NOTE:** Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer's vehicle warranties.

---

**Shop Supervisor's Signature**

**Mechanic's Signature**
AUTOMOTIVE AND TRUCKING EQUIPMENT THROUGH ONE TON
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

B Service - 15 Months/15,000 Miles

Vehicle No. ______________________________ Mileage __________________ Date ______________

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

INSIDE
1. INSTRUMENTS AND CONTROLS – Check all instruments, gauges, switches, controls and warning devices.
2. LIGHTS AND HORMS – Inspect all lights, signals.
3. SEAT BELTS – Check fabric and buckles.
4. BRAKE AND CLUTCH – Test to determine if both function properly, check pedal free travel.

OUTSIDE
5. GLASS – Check for damage/accident.
6. BODY CONDITION – Rust/damage that will effect operation, check body and door drain holes.
7. SHIELD WIPERS AND BLADES – Check for serviceability.
8. LIGH LENSES/REFLECTORS – Broken or damaged.
9. STATE SAFETY INSPECTION – Complete.

UNDER
10. STEERING AND SUSPENSION – Check for free play.
11. LEAKS – Visually inspect the engine compartment, gear housings, backing plates, for water, fluid oil or fuel leaks.

CHECKS
12. EXHAUST SYSTEM – Inspect muffler, exhaust and tail pipe and all connections for leaks.
13. SHOCK ABSORBERS – Check for looseness and condition.
14. DRIVE LINE UNITS – Engine mounts, transmission mounts, transfer case mounts, PTO mounting, clutch housing, Drive shafts, U-joints, differential(s).
15. WHEELS AND TIRES – Wheel lugs for tightness, tires for damage and wear, rotate if required by wear, check air pressure.

LUBRICATE
16. CHASSIS – Service all fittings, oil all control linkage.
17. BODY – Lubricate all door and deck hinges, striker plates and latches, door lock cylinders.
18. HEAT CONTROL VALVE – Oil, check operation.
19. FREE RUNNING HUBS – Clean and repack if operated in water.

SERVICE/CHANGE

CHECK/ADD
20. ENGINE – Change oil and oil filter __________ Qts.
21. TRANSMISSION MANUAL – Check fluid level __________ Pts.
22. GEAR HOUSINGS – Check fluid level __________ Pts.
23. DIFFERENTIAL(S) – Check fluid level, change if operated in water __________ Pts.

UNDER
24. WINDSHIELD WASHER – Check water level.

HOOD
25. FUEL FILTER – Clean, replace filter element.

CHECKS
26. EMISSION CONTROL SYSTEM – Replace PCV valve, replace vapor storage filter element, service system.
27. AIR CLEANER OIL BATH – Clean and replace oil __________ Qts.
28. AIR CLEANER DRY – Replace element.
29. BATTERY – Check fluid level, cables and terminals.
30. HOSES AND DRIVE BELTS – Check serviceability and tension.
31. COMPRESSOR AIR CONDITIONER – Run unit, observe Freon level at sigh port.
32. ENGINE TUNE-UP – Replace plugs, points, check timing and RPM.
33. ELECTRICAL TEST – Charging and starting circuits will be load tested.
34. INDICATOR – Check level, check with hydrometer, and add rust inhibitors.

CHECK/ADD
35. BRAKE MASTER CYLINDER – Check fluid level.
36. POWER STEERING – Check fluid level.
37. TRANSMISSION AUTOMATIC – Check fluid level __________ Pts.

INSIDE VEH.
38. Replace PM Service indicator in holder.

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer’s maintenance manual to prevent missing recommended service requirements which would void the Manufacturer’s vehicle warranties.

____________________________________  __________________________________
Shop Supervisor’s Signature          Mechanic’s Signature

Appendix 73
AUTOMOTIVE AND TRUCKING EQUIPMENT THROUGH ONE TON
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

C Service - 30 Months/30,000 Miles

Vehicle No. __________________________ Mileage __________________________ Date __________________________

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

**INSIDE**
1. __*INSTRUMENTS AND CONTROLS* – Check all instruments, gauges, switches, controls and warning devices.
2. __*LIGHTS AND HORN* – Inspect all lights, signals.
3. __*SEAT BELTS* – Check fabric and buckles.
4. __*BRAKE AND CLUTCH* – Test to determine if both function properly, check pedal free travel.
5. __*GLASS* – Check for damage/accident.

**VEHICLE CHECKS**
6. __*BODY CONDITION* – Rust/damage that will affect operation, check body and door drain holes.
7. __*WINSHIELD WIPERS AND BLADES* - Check for serviceability.
8. __*LIGHT LENSES/REFLECTORS* – Broken or damaged.
9. __*BRAKES* – Inspect front drums and linings for wear and damage, backing plate for tightness, repack wheel bearings.
10. __*STATE SAFETY INSPECTION* – Complete

**OUTSIDE**
11. __*BODY CONDITION* – Rust/damage that will affect operation, check body and door drain holes.
12. __*BODY CONDITION* – Visualy inspect the engine compartment, gear housings, backing plates for water, fluid oil or fuel leaks.

**CHECKS**
13. __*EXHAUST SYSTEM* – Inspect muffler, exhaust and tail pipe and all connections for leaks.
14. __*SHOCK ABSORBERS* – Check for looseness and condition.
15. __*DRIVE LINE UNITS* – Engine mounts, transmission mounts, transfer case mounts, PTO mounting, clutch housing, Drive shafts, U-joints, differential(s).
16. __*WHEELS AND TIRES* – check wheel lugs for tightness, tires for damage and wear, rotate if required by wear, Check air pressure.

**LUBRICATE**
17. __*CHASSIS* – Service all fittings, oil all control linkage, lubricate sealed plug fittings.
18. __*BODY* – Lubricate all door and deck hinges, striker plates and latches, door lock cylinders.
19. __*HEAT CONTROL VALVE* – Oil, check operation.
20. __*FREE RUNNING HUBS* – Clean and repack.

**SERVICE/CHANGE**
21. __*ENGINE* – Change oil and oil filter ______ Qts.
22. __*TRANSISSION MANUAL* – Change fluid ______ Qts.
23. __*TRANSFER CASE* – Change fluid ______ Qts.
24. __*DIFFERENTIAL(S)* – Change fluid ______ Qts.
25. __*TRANSMISSION AUTOMATIC* – Adjust bands, change fluid and filter ______ Qts.

**CHECK/ADD**
26. __*TRANSMISSION MANUAL* – Check fluid level ______ Pts.
27. __*GEAR HOUSINGS* – Check fluid level ______ Pts.
28. __*DIFFERENTIAL* – Check fluid level ______ Pts.
29. __*WINSHIELD WASHER* – Check water level.
30. __*FUEL FILTER* – Clean, replace filter element.
31. __*EMMISSION CONTROL SYSTEM* – Replace PCV valve, replace vapor storage filter element, service system.
32. __*AIR CLEANER OIL BATH* – Clean and replace oil ______ Qts.
33. __*AIR CLEANER DRY* – Replace element.
34. __*BATTERY* – Check fluid level, cables and terminals.
35. __*HOSES AND DRIVER BELTS* – Replace.
36. __*COMPRESSOR AIR CONDITION* – Run unit, observe Freon level at sight port.
37. __*ENGINE TUNE UP* – Replace plugs, points check timing and RPM.
38. __*ELECTRICAL TEST* – Charging and starting circuits will be load tested.
39. __*RADIATOR* – Drain, flush and recharge ______ Qts.

**FLUID/ADD**
40. __*BRAKE MASTER CYLINDER* – Check fluid level.
41. __*POWER STEERING* – Check fluid level.

**INSIDE VEH.**
42. __*Replace PM Service indicator in holder.

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer's vehicle warranties.

Shop Supervisor's Signature __________________________ Mechanic's Signature __________________________
TRUCKING EQUIPMENT ABOVE ONE TON
SIGN TRUCKS, BUCKET TRUCK, POST DRIVER, HERBICIDE UNIT
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

A Service CHASSIS/CAB ONLY

Vehicle No.____________ Mileage__________ Hours__________ Date____________

Place (‘) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

1. __ INSTRUMENTS AND CONTROLS – Check all instruments, gauges, switches, controls and warning devices.
2. __ HORN – Inspect and check for proper operation. Air and electric.
3. __ SEAT BELTS – Check fabric and buckles.
4. __ BRAKE AND CLUTCH – Test to determine if both function properly, check pedal free travel. Test parking brake
5. __ GLASS and MIRRORS – Check for operation and service/ability.
6. __ CHASSIS/CAB – Rust/Accident damage, check mud flaps.
7. __ WINDSHIELD WIPERS AND WASHERS – Check for service/ability.
8. __ LIGHTS, LENSES/REFLECTORS – Inspect all lights and signals, broken or damaged lenses.

Replace bulbs as needed.

9. __ TRAILER CONNECTIONS – Check condition of electrical cords, air hoses, and hitch condition.
10. __ STEERING AND SUSPENSION – Check for free play, looseness, wear, cracked springs, Check wheel – bearing adjustment.
11. __ LEAKS – Visually inspect engine compartment, gear cases, backing plates, hub seals,
Fuel tanks for indication of leaking.
12. __ EXHAUST SYSTEM – Inspect muffler, exhaust and tail pipe and all connections for leaks.
13. __ DRIVELINE UNIT – Check engine, transmission, differential mounts, drive shaft yokes, u-joints, and center bearings.
14. __ WHEELS AND TIRES – Wheel lugs for tightness, tires for damage and wear,
Adjust air pressure, replace missing valve caps.
15. __ FRAME – Check for cracks, loose bolts, and rivets.
16. __ VACANT
17. __ CHASSIS/CAB – Service all fittings, oil all control linkage, lubricate per OEM specifications.
18. __ ENGINE – CHANGE OIL & FILTER________pts. OIL #_____________. Filter #______________.
19. __ AIR CLEANER – Wet type, clean and change oil________pts. Dry type check restriction gauge, Clean element.
20. __ AIR COMPRESSOR – Clean air intake, check mounting bolts and hoses, check filter.
21. __ BRAKE/CLUTCHMASTER CYLINDER – Check and adjust fluid level.
22. __ DIFFERENTIAL(S) – Check and adjust fluid level, clean breather________pts. Fluid #__________.
23. __ TRANSMISSION, TRANSFER CASE – Adjust fluid level__________pts. Fluid #__________.
24. __ POWER STEERING – Check and adjust fluid level________pts. Fluid #__________.
25. __ TWO SPEED AXLE SHIFT UNIT – Check and adjust fluid level________pts. Check operation.
26. __ WINSHIELD WASHER – Check solvent level and top off.
27. __ FUEL FILTER – REPLACE FILTERS #__________.
28. __ DRIVE BELTS AND HOSES – Check tension and serviceability. Adjust belts if needed.
29. __ COOLING SYSTEM – Adjust coolant level, adjust coolant temp, protected (-20 to -40)____degrees Coolant #__________.
30. __ Test conditioner concentration and adjust, DCA__________.
31. __ BATTERY – Check condition, cables, and terminals, clean if needed.
32. __ WIRING AND CONNECTIONS – Check for cracked and bare wiring.
33. __ AIR CONDITIONER/HEATER – Check operation.
34. __ BRAKES – Check pads and shoe condition and record % left. ADJUST BRAKES PER OEM SPECIFICATION.
35. __ AIR DRYER/TANKS – Check air drier operation, purge valve operation, drain air tanks, test for moisture.
36. __ SAFETY EQUIP – Check backup alarm.
37. __ A. REPLACE P/M SERVICE STICKER. ADD 5 MONTHS, 5000 MILES.
B. REPLACE PM SERVICE STICKER. ADD 5 MONTHS, 200 HRS. SEWER CLEANER ONLY.

*STROBES, FLASHTUBES, ARROWBOARD, BULBS NOT INCLUDED.

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer’s maintenance manual to prevent missing recommended service requirements which would void the Manufacturer’s vehicle warranties.

Shop Supervisor’s Signature ___________________________ Mechanic’s Signature ___________________________

Appendix 75
TRUCKING EQUIPMENT ABOVE ONE TON
SIGN TRUCKS, BUCKET TRUCK, POST DRIVERS, HERBICIDE UNIT
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

C Service CHASSIS/CAB ONLY

<table>
<thead>
<tr>
<th>Vehicle No.</th>
<th>Mileage</th>
<th>Hours</th>
<th>Date</th>
</tr>
</thead>
</table>

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

1. ___ INSTRUMENTS AND CONTROLS – Check all instruments, gauges, switches, controls and warning devices.
2. ___ HORN – Inspect and check for proper operation, air and electric.
3. ___ SEAT BELTS – Check fabric and buckles.
4. ___ BRAKE AND CLUTCH – Test to determine if both function properly, check pedal free travel. Test parking brake.
5. ___ GLASS AND MIRRORS – Check for operation and service/ability.
7. ___ WINSHIELD WIPERS AND WASHERS – Check service/ability.
8. ___ LIGHTS, LENSES/REFLECTORS – Inspect all lights and signals, broken or damaged lenses. Replace as needed.
9. ___ TRAILER CONNECTIONS – Check condition of electrical cords, air hoses, and hitch condition.
10. ___ STEERING AND SUSPENSION – Check for free play, looseness, wear, cracked springs, pack wheel bearings.
11. ___ LEAKS – Visually inspect engine compartment, gear cases, backing plates, hub seals, Fuel tanks for indication of leaking.
12. ___ EXHAUST SYSTEM – Inspect muffler, exhaust and tail pipe and all connections for leaks.
13. ___ DRIVELINE UNITS – Check engine, transmission, differential mounts, drive shaft yokes u-joints, center bearings.
14. ___ WHEELS AND TIRES – Wheel lugs for tightness, tires for damage and wear, adjust air pressure, and replace missing valve caps.
15. ___ FRAME – Check for cracks, loose bolts and rivets.
16. ___ VACANT
17. ___ CHASSIS/CAB – Lube all fittings, oil all control linkage, lubricate per OEM specifications.
18. ___ ENGINE – CHANGE OIL & FILTERS ___ qts oil. Filter # ___.
19. ___ AIR CLEANER – Wet type, clean and change oil ___ pts. Dry type CHANGE ELEMENT # ____________.
20. ___ AIR COMPRESSOR – Check mounting bolts and hoses, CHANGE FILTER ELEMENT # ____________.
21. ___ BRAKE/CLUTCH MASTER CYLINDER – Check and adjust fluid level.
22. ___ DIFFERENTIAL(S) – CHANGE FLUID ___ pts. FLUID # ____________.
23. ___ TRANSMISSION, TRANSFER CASE, CHANGE FLUID & FILTERS, Fluid # ___ Filter # ____________.
24. ___ POWER STEERING – Check and adjust fluid level ___ pts. Fluid # ____________.
25. ___ TWO SPEED AXLE SHIFT UNIT – Check and adjust fluid level ___ pts. Check operation.
26. ___ WINSHIELD WASHER – Check solvent level and top off.
27. ___ FUEL FILTER – CHANGE FILTERS
28. ___ DRIVE BELTS AND HOSES– Check tension and service/ability. Adjust belts if needed.
29. ___ COOLING SYSTEM, CHANGE COOLANT & FILTER. Adjust temperature protected to (-20 to -40) ___ degrees/.
30. ___ BATTERY – Check charge, condition, cables, and terminals, clean if needed.
31. ___ WIRING AND CONNECTIONS – Check for cracked and bare wiring.
32. ___ AIR CONDITIONER/HEATER – Check operation.
33. ___ BRAKES – Check pads, shoe and drum condition, and record % left __%. ADJUST BRAKES PER OEM SPEC.
34. ___ AIR DRIER/TANKS – CHANGE DESSICANT CARTRIDGE # ____________.
35. ___ SAFETY EQUIPMENT – Check backup alarm.
36. ___ REPLACE P/M SERVICE STICKER, ADD 5 MONTHS, 5000 MILES. _B_ REPLACE PM SERVICE STICKER; ADD 5 MONTHS, 200 HRS. SEWER CLEANER ONLY.

*STROBES, FLASHTUBES, ARROWBOARD, BULBS NOT INCLUDED.

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer’s maintenance manual to prevent missing recommended service requirements which would void the Manufacturer’s vehicle warranties.

_______________________________________ __________________________
Shop Supervisor’s Signature Mechanic’s Signature

Appendix 76
MOWERS, RIDING MOWERS, TOWED MOWERS, LIFT TYPE MOWERS
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

A Service

Vehicle No. ___________________________ Hours ___________________________ Date ___________________________

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

1. ___ SHIELDING – Check condition and mounting.
2. ___ HEIGHT CRANK – Check condition and operation.
3. ___ WHEELS AND TIRES – Check condition, check air pressures, check bearing adjustment.
4. ___ FRAME – Check bent, broken or twisted frame.
5. ___ GEAR BOXES – Adjust oil level _______ pts.
6. ___ DRIVE SHAFTS, SLIP JOINTS, U-JOINTS – Check condition.
7. ___ DRIVE BELTS – Check and adjust tension and condition.
8. ___ SLIP CLUTCHES – Check condition and operation.
9. ___ HYDRAULIC CYLINDERS – Check leaks, ram condition, mounts, hoses and lines.
10. ___ PULLEYS, IDLERS – Check condition and mountings.
11. ___ CUTTING EDGES – Check condition of blades/knives.
12. ___ REELS, ROTORS, CUTTER BARS – Check condition and operation.
13. ___ LUBRICATE – Service all fittings, oil or grease all contact points, oil all linkage and pivots. Per OEM spec.
14. ___ INSTRUMENTS AND CONTROLS – Check gauges, switches, controls and warning devices.
15. ___ ENGINE CHANGE OIL AND FILTERS - _______ qts. Oil # _______ Filter # _______
16. ___ AIR BREATHER – CHANGE AIR FILTER ELEMENT # ______________________
17. ___ FUEL SYSTEM – Drain tank sediment. CHANGE FILTERS # ___________________
18. ___ LIGHTS – Check all lights, reflectors, wiring and receptacles. Replace bulbs as necessary.
19. ___ LANDING GEAR – Check pads, wheels, gear boxes, legs, mounting bolts, broken welds, ratchets and operation.
20. ___ SAFETY DEVICES – Check all safety devices for proper operation and interlocks.
21. ___ BRAKES - Test operation, check condition and adjust if needed.
22. ___ COOLING SYSTEM – Adjust coolant level & temp. protected to, (-20 to -40). ___ degrees, Coolant # ___.
23. ___ HITCH – Check hitch condition, safety chains.
24. ___ REPLACE P/M SERVICE STICKER, ADD 5 MONTHS AND 200 HRS.

*STROBES, FLASHTUBES ARROWBOARD BULBS NOT INCLUDED

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer's equipment warranties.

____________________________________  __________________________________
Shop Supervisor’s Signature             Mechanic’s Signature
Mowers A
C Service

Vehicle No. ___________________  Hours ___________________  Date ________________

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

1. __ SHIELDING – Check condition and mounting.
2. __ HEIGHT CRANK – Check condition and operation.
3. __ WHEELS AND TIRES – Check condition, check air pressures, check bearing adjustment.
4. __ FRAME – Check bent, broken or twisted frame.
5. __ GEAR BOXES – Adjust oil level _______ pts.
6. __ DRIVE SHAFTS, SLIP JOINTS, U-JOINTS – Check condition.
7. __ DRIVE BELTS – Check and adjust tension and condition.
8. __ SLIP CLUTCHES – Check condition and operation.
9. __ HYDRAULIC CYLINDERS – Check leaks, ram condition, mounts, hoses and lines.
10. __ PULLYS, IDLERS – Check condition and mountings.
11. __ CUTTING EDGES – Check condition of blades/knives.
12. __ REELS, ROTORS, CUTTER BARS – Check condition and operation.
13. __ LUBRICATE – Service all fittings, oil or grease all contact points, oil all linkage and pivots. Per OEM spec.
14. __ INSTRUMENTS AND CONTROLS – Check gauges, switches, controls and warning devices.
15. __ ENGINE CHANGE OIL AND FILTERS - _______ qts. Oil # _______ Filter # _______
16. __ AIR BREATHER – CHANGE AIR FILTER ELEMENT # ______________________
17. __ FUEL SYSTEM – Drain tank sediment. CHANGE FILTERS # ___________________
18. __ LIGHTS – Check all lights, reflectors, wiring and receptacles. Replace bulbs as necessary.
19. __ LANDING GEAR – Check pads, wheels, gear boxes, legs, mounting bolts, broken welds, ratchets and operation.
20. __ SAFETY DEVICES – Check all safety devices for proper operation and interlocks.
21. __ BRAKES - Test operation, check condition and adjust if needed.
22. __ COOLING SYSTEM – CHANGE COOLANT AND FILTER __________________ pts. Coolant # ___________________.
   Adjust temperature protected to (-20 to -40) __________ degrees.
23. __ HITCH – Check hitch condition, safety chains.
24. __ REPLACE P/M SERVICE STICKER, ADD 5 MONTHS AND 200 HRS.

*STROBES, FLASHTUBES ARROWBOARD BULBS NOT INCLUDED

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer's equipment warranties.

____________________________________  __________________________________
Shop Supervisor's Signature            Mechanic's Signature
TOWED EQUIPMENT
WOOD CHIPPERS, CONCRETE MIXERS, WELDER, AIR COMPRESSOR
ARROW & MESSAGE BOARDS, WATER PUMP, SEEDED/ROLLER
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

A Service

Vehicle No. ___________________________ Hours ___________________________ Date ______________________

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

1. __ INSTRUMENTS AND CONTROLS – Check gauges, switches, controls and warning devices.
2. __ SHIELDING – Check condition and mounting.
3. __ HEIGHT ADJUSTER – Check condition and operation.
4. __ WHEELS AND TIRES – Check condition, wear, adjust air pressure, check wheel bearing adjustment.
5. __ FRAME/DECK/BODY – Check condition.
6. __ GEAR BOXES – Check vents/breathers/mounting. Adjust oil level ______ pts. Oil#______________
7. __ DRIVE SHAFTS, U-JOINTS – Check condition.
8. __ DRIVE BELTS – Check condition, adjust as needed.
9. __ SLIP CLUTCHES – Check condition and operation. Adjust if needed.
10. __ HYDRAULIC SYSTEM – Check for leaks, ram condition, mounts, hoses/lines, pump, cylinders, valves
    Adjust oil level ______ pts. Oil #__________
11. __ PULLEYS/IDLERS – Check condition and mountings.
12. __ CUTTING EDGES – Check condition of blades, knives.
13. __ REELS, ROTORS, CUTTER BARS – Check condition and operation.
14. __ LUBRICATE – Lube all fittings, oil or grease all contact points, oil all linkage and pivots, per OEM spec.
15. __ ENGINE – CHANGE OIL & FILTERS_______qts. Oil #_____________ Filter #______________
16. __ AIR CLEANER – Oil type, service ______ pts. Dry type check and clean. Check restriction gauge.
17. __ FUEL SYSTEM – Drain tank sediment. CHANGE FILTERS ______
18. __ COMPRESSOR – Adjust oil level ______ pts. Oil #______________ Drain condensate from oil reservoir.
19. __ EXHAUST SYSTEM – Check muffler and connections for leaks.
20. __ BATTERIES – Adjust electrolyte level. Check cables, connections.
21. __ LIGHTS- Check all lights, reflectors, wiring and receptacles. *Replace bulbs as necessary.
22. __ STABILIZERS – Check condition, operation and lubricate.
23. __ SAFETY DEVICES – Check all safety equipment.
24. __ BRAKES – Check pads, shoes and drum condition. ADJUST BRAKES PER OEM SPEC.
25. __ BRAKES HYDRAULIC – Check and adjust fluid level. Test operation.
26. __ BRAKES ELECTRIC – Test operation, wiring and connections, operation of BREAKAWAY DEVICE.
27. __ COOLING SYSTEM. – Adjust coolant level & temp. protected to (-20 to -40)________degrees. Test conditioner
    concentration & adjust, DCA __________. Coolant# __________
28. __ RADIATOR/FAN – Check water pump, fan. Check radiator fins & air intake screens for restrictions.
29. __ HITCH- Check hitch and safety chains.
30. __ REPLACE P/M SERVICE STICKER, ADD 5 MONTHS AND 200 HOURS.

*STROBES, FLASHTUBES, ARROWBOARD BULBS NOT INCLUDED

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer's equipment warranties.

_________________________________________ ______________________________
Shop Supervisor's Signature Mechanic's Signature

Towed Equip A

Appendix 79
TOWED EQUIPMENT
WOOD CHIPPERS, CONCRETE MIXERS, WELDER,
AIR COMPRESSOR, ARROW & MESSAGE BOARDS, WATER PUMPS.
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

C Service

Vehicle No. __________________________ Hours __________________________ Date ________________

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

1. ___ INSTRUMENTS/CONTROLS – Check gauges, switches, controls and warning devices.
2. ___ SHEILDING – Check condition and mounting.
3. ___ HEIGHT ADJUSTER – Check condition and operation, lube.
4. ___ WHEELS AND TIRES – Check condition, check air pressure, check bearing adjustment.
5. ___ FRAME/DECK/BODY – Check bent, broken or twisted frame, rust damage.
6. ___ GEAR BOXES – Clean vents and breathers, check mountings.
7. ___ DRIVE SHAFTS/U-JOINTS – Check condition.
8. ___ DRIVE BELTS – Check condition, adjust as needed.
9. ___ SLIP CLUTCHES – Check condition and operation.
10. ___ HYDRAULIC SYSTEM – Check leaks, ram condition, mounts, hoses/lines, pumps, cylinders, valves.

CHANGE OIL & FILTERS ______ qts. Oil # ______________________ Filter # ______________________

11. ___ PULLEYS/IDLERS – Check condition and mountings.
12. ___ CUTTING EDGES – Check condition of blades, knives.
13. ___ REELS/ROUTERS/CUTTER BARS – Check condition and operation.
14. ___ LUBRICATE – Lube all fittings, oil or grease all contact points, oil all linkage and pivots per OEM spec.
15. ___ ENGINE—CHANGE OIL & FILTER, ______ qts. Oil # ______________________ Filter # ______________________
16. ___ AIR CLEANER – Oil type service ______ pts. Dry CHANGE FILTER# __________________. Check restriction gauge.
17. ___ FUEL SYSTEM – Drain tank sediment. CHANGE FILTERS # ______________________
18. ___ COMPRESSOR – CHANGE OIL & FILTERS ______ qts. Oil # ______________________ Filter # ______________________
19. ___ EXHAUST SYSTEM – Check muffler and connections for leaks.
20. ___ BATTERIES – Check condition, cables and terminals.
21. ___ LIGHTING/SIGNALS – Check all lights, reflectors, wiring *Replace bulbs as necessary.
22. ___ STABILIZERS – Check condition and operation, lube.
23. ___ SAFETY DEVICES – Check all safety equipment.
24. ___ BRAKES – Check pads, shoes, and drum condition. ADJUST BRAKES PER OEM SPEC.
25. ___ BRAKES HYDRAULIC – Check and adjust fluid level. Test operate.
26. ___ BRAKES ELECTRIC – Test operation, wiring and connections, operation of BREAKAWAY DEVICE.
27. ___ COOLING SYSTEM – CHANGE COOLANT AND FILTER. Adjust temp protected to (-20 to -40) ______ degrees.

Test conditioner concentration & adjust DCA ______. Coolant # ______. Filter # ______.
28. ___ RADIATOR/FAN – Check water pump, fan. Check radiator fins & air intake screens for restrictions.
29. ___ HITCH – Check hitch and safety chains.
30. ___ REPLACE P/M SERVICE STICKER, ADD 5 MONTHS AND 200 HRS.

*STROBES, FLASHTUBES NOT INCLUDED.

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer's equipment warranties.

____________________________________  ____________________________________
Shop Supervisor’s Signature            Mechanic’s Signature
Effective: June 18, 2015

INDUSTRIAL TRACTOR
TRACTOR W/LOADER, UTILITY TRACTOR, SLOPE MOWER, FORKLIFT
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

A Service

Vehicle No. __________________________ Hours __________________________ Date __________________________

Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.

1. ___INSTRUMENTS AND CONTROLS – Check all instruments, gauges, switches, controls and warning devices.
2. ___LIGHTS – Check all lights, mountings and lenses. *Replace bulbs as needed.
3. ___SEAT BELTS – Check fabric, buckles and mounts, service/ability.
4. ___BATTERY – Service, check condition, cables and terminals.
5. ___STEERING – Check for looseness. Check wheel bearing adjustment.
6. ___BRAKES, PARKING BRAKES AND CLUTCH – Check operation. Adjust if needed.
7. ___WHEELS AND TIRES – Check tire condition, tighten lug bolts, adjust air pressure.
8. ___FRAME, HITCH, ROLL OVER STRUCTURE – Check condition, rust, bent, broken, missing or loose bolts.
9. ___HYDRAULIC SYSTEM – Check for leaks, pump, valves, cylinders, and check hoses and lines.
10. ___SAFETY EQUIPMENT – Check safety shields, guard and SMV sign. Check backup alarm.
11. ___FRONT AXLE – Check for loose bolts, condition.
12. ___BELTS AND HOSES – Check tension and service/ability. Adjust tension if needed.
13. ___LUBRICATE – Lube all fittings, oil all control linkage, levers and pivots, per OEM spec.
14. ___ENGINE – CHANGE OIL & FILTERS__________qts. Oil#____________. Filter#______________.
15. ___AIR CLEANER – Check condition and restriction gauge, clean element. Service dust valve.
16. ___FUEL SYSTEM – Drain tank sediment. CHANGE FILTERS #.
17. ___TRANSMISSION – Adjust fuel level__________pts. Fluid #________________________.
18. ___REVERSER – Adjust fluid level____________pts. Fluid #________________________.
19. ___TRANSAXLE – Adjust fluid level__________pts. Fluid #________________________.
20. ___REAR AXLE – Adjust fluid level__________pts. Fluid #________________________.
21. ___HYDRAULIC TANK – Adjust fluid level__________pts. Fluid#______________________.
22. ___POWER STEERING – Check and adjust fluid level__________pts. Fluid #__________________.
23. ___BRAKE MASTER CYLINDER – Adjust fuel level__________pts. Fluid #__________________.
24. ___EXHAUST SYSTEM – Check manifold, muffler and connections for leaks.
25. ___RADIATOR/FAN – Check fan, water pump, radiator fins for restrictions.
26. ___COOLING SYSTEM – Adjust level and temp protected to (-20 to -40)________degrees. Test conditioner concentration and adjust DCA__________Coolant #______________________Filter#______________________.
27. ___CUTTER BAR/MOWER – Check condition.
28. ___CUTTING EDGES/MOWER – Check condition of blades.
29. ___mast/fork lift – Check slides, bearings, chains, chain tension (deflection) adjust if required.
30. ___REPLACE P/M SERVICE STICKER, ADD 5 MONTHS AND 200 HRS.

*STROBES, FLASHTUBES NOT INCLUDED.

NOTE: Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer's equipment warranties.

________________________________________  __________________________________
Shop Supervisor's Signature               Mechanic's Signature
INDUSTRIAL TRACTOR
TRACTOR W/LOADER, UTILITY TRACTOR, SLOPE MOWER, FORKLIFT
OILS, FLUIDS, FILTERS – MUST MEET OR EXCEED OEM SPECIFICATIONS

**C Service**

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<tr>
<td>Vehicle No.</td>
<td>Hours</td>
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<td>Place (✓) in blocks that are satisfactory. Place (X) in blocks that are unsatisfactory. Place (N/A) in blocks that do not apply.</td>
<td></td>
</tr>
</tbody>
</table>

1. **INSTRUMENTS AND CONTROLS** – Check all instruments, gauges, switches, controls and warning devices.
2. **LIGHTS** – Check all lights, mountings and lenses. *Replace bulbs as needed.
3. **SEAT BELTS** – Check fabric, buckles and mounts, service/ability.
4. **BATTERY** – Service, check condition, cables and terminals.
5. **STEERING** – Check for looseness. Check wheel bearing adjustment.
6. **WHEELS AND TIRES** – Check tire condition, tighten lug bolts, and adjust air pressure.
7. **FRAME, HITCH, ROLL OVER STRUCTURE** – Check condition, rust, rent, broken, missing or loose bolts.
8. **HYDRAULICS SYSTEM** – Check for leaks, valves, cylinders. Check hoses and lines.
9. **SAFETY EQUIPMENT** – Check safety shields/guards, SMV sign, back up alarm.
10. **FRONT AXLE** – Check for loose bolts, condition.
11. **BELTS AND HOSES** – Check tension and serviceability, adjust tension if needed.
12. **LUBRICATE** – Lube all fittings, oil control linkage, levers, pivots, per OEM spec.
13. **ENGINE** – CHANGE OIL AND FILTERS _______qts. Oil # ___________. Filter # _____________.
14. **AIR CLEANER** – CHANGE AIR FILTER # ____________. Service dust valve.
15. **FUEL SYSTEM** – Drain tank sediment. CHANGE FILTERS # _____________.
16. **TRANSMISSION** – CHANGE FLUID & FILTERS _______qts. Fluid # ___________. Filter # _____________.
17. **REVERSER** – CHANGE FLUID AND FILTERS _______qts. Fluid # ___________. Filter # _____________.
18. **HYDRAULIC TANK** – CHANGE OIL & FILTERS _______qts. Fluid # ___________. Filter # _____________.
19. **POWER STEERING** – Check and adjust fluid level _______pts. Fluid # ___________.
20. **BRAKE MASTER CYLINDER** – Adjust fluid level _______pts. Fluid # ___________.
21. **EXHAUST SYSTEM** – Check manifold, muffler and connections for leaks.
22. **RADIATOR/FAN** – Check fan, water pump, radiator fins for restrictions.
23. **COOLING SYSTEM** – CHANGE COOLANT AND FILTER. Adjust temp. protected to (-20 to -40) ______ degrees. Test conditioner concentration and adjust, DCA ______ Coolant # ___________. Filter # _____________.
24. **CUTTER BAR/MOWER** – Check slides, bearings, chains, chain tension (deflection) adjust if required.
25. **REPLACE P/M SERVICE STICKER, ADD 5 MONTHS AND 200 HOURS.**

*STROBES, FLASHTUBES NOT INCLUDED.*

**NOTE:** Some items applicable only on certain vehicles. Use this guide along with the Manufacturer's maintenance manual to prevent missing recommended service requirements which would void the Manufacturer’s equipment warranties.

---

**Shop Supervisor’s Signature**

**Mechanic’s Signature**

Tractors C
PATTERN FOR VEHICLE MARKING TAPE

Typical Van and Platform Trailer conspicuity treatments

Vehicle marking tape 2 inch wide red and white

Red stripe 11 inches in length
White stripe 7 inches in length

Installation Instructions:
1. Remove all dirt and grease with a cleaning solvent.
2. Apply tape as indicated on marking examples.
3. Smooth tape to eliminate air bubbles.

Typical Flatbed Trailer conspicuity treatments
PATTERN FOR VEHICLE MARKING TAPE

Typical Vehicle conspicuity treatments
Slow Moving Vehicle Emblem (SMV Emblem) must be certified compliant with ANSI/ASAE S276.3
Size: 16-1/4" wide and 14" high.
Shape: Equilateral triangle, one point up,
Border: 1-3/4" dark red, highly reflective, beaded material.
Center: 12" triangle of yellow-orange fluorescent material.
Location: Rear of vehicle, as near the center of mass as possible, and 2 to 6 feet above ground.

Note: Use ONLY on vehicles that normally travels or is normally used at a speed of less than 25 miles per hour and which is operated on a public highway. This slow moving vehicle emblem does not replace other safety marker lights or devices required by law.
MINIMUM EQUIPMENT REPLACEMENT CRITERIA

NOTE: As of this document’s effective date, a revision to the statewide minimum equipment replacement criteria is being developed by DMS Fleet Management. The final version of the equipment replacement criteria that DMS Fleet Management is revising will be included in this document and will be adopted by the Department when it is published.

The statewide minimum equipment replacement criteria set by DMS Fleet Management in September 2009 is 12 years or 120,000 miles for standard vehicles up to ½ Ton pickup and 150,000 miles for ¾ Ton and 1 Ton pickups. Other fleet items have a different minimum equipment replacement criteria and they are shown on the following table by fleet code.

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<th>Fleet Code Description</th>
<th>Months</th>
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<td>GENERATOR DRILL COMBINATION</td>
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<td>4,000 Hours</td>
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<tr>
<td>9250</td>
<td>ARC WELDERS PORTABLE</td>
<td>120</td>
<td>4,000 Hours</td>
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<td>9251</td>
<td>ARC WELDERS PORTABLE 200 AMP</td>
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<td>9260</td>
<td>TRAILR MTD ARC WELDER 200 AMP</td>
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<td>Fleet Code</td>
<td>Fleet Code Description</td>
<td>Months</td>
<td>Miles or Hours</td>
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<td>9279</td>
<td>TRAILER MTD FLOOD LGTS</td>
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<tr>
<td>9300</td>
<td>BOATS LIGHT DUTY UP TO 18 FT</td>
<td>96</td>
<td>5,000</td>
<td>Hours</td>
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<td>9310</td>
<td>BOAT WORK UP TO 18 FT</td>
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<td>Hours</td>
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<td>9320</td>
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<td>9330</td>
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<td>9350</td>
<td>BARGE</td>
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<td>9360</td>
<td>OUTBOARD MOTORS ALL</td>
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<td>TRUCK MTD CORE DRILL HEAVY</td>
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<td>TRAILER MTD CORE DRILL PAVMT</td>
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<td>9442</td>
<td>TRUCK MTD DRILL RIG</td>
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<td>ALL TERRAIN VEHICLE</td>
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<td>9600</td>
<td>FORK LIFT TRUCK 2,500 LB</td>
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<td>9601</td>
<td>FORK LIFT TRUCK 4,000 LB</td>
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<td>9602</td>
<td>FORK LIFT TRUCK 6,000 LB</td>
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<td>FORK LIFT WAREHOUSE 5,000 LBS</td>
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<td>FORK LIFT ELECTRIC 5,000 LBS</td>
<td>120</td>
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<tr>
<td>9620</td>
<td>FORK LIFT TRUCK 10,000 LB</td>
<td>120</td>
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<td>9700</td>
<td>AIRCRAFT</td>
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<td>9720</td>
<td>MOTOR HOME</td>
<td>120</td>
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### FDOT Fleet Quality Assurance Review Program

#### QAR Requirements and Compliance Indicators for FDOT Fleet Management

Highlighted Measures are currently included on the Department QAR Program

<table>
<thead>
<tr>
<th>Fleet Mgt Category</th>
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<th>Proposed Critical Requirement</th>
<th>Proposed Review Process</th>
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<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fleet Mgmt</td>
<td>1</td>
<td>Fleet Effectiveness</td>
<td>Compare depreciation and operating costs to predefined benchmarks</td>
<td>Identify data sources for per vehicle purchase cost, remarketing proceeds, repair and maintenance cost, accident repair cost, gas cost, miles. Ensure appropriate class code is assigned to each vehicle. Determine method for compiling data by vehicle class. Calculate costs per mile for each class for a 12 month period for depreciation, maintenance and repair, accident repair, and gas.</td>
<td>Calculate costs and compare to Year 1. Target: 10% Decrease Identify targets and external benchmark(s) for year 3</td>
<td>Calculate costs and compare to Year 2. Compare against target and external benchmarks. Identify targets and external benchmark(s) for year 4. <strong>Ongoing Requirement</strong></td>
<td></td>
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<tr>
<td></td>
<td>2</td>
<td>Fleet Effectiveness</td>
<td>Scheduled periodic review of replacement and utilization parameters, vehicle specifications, and methods of acquisition, financing, disposal, maintenance and fuel to ensure best practice, effectiveness and efficiencies.</td>
<td>Service methods review and comparative analysis completed in accordance with schedule, actions plans developed, and plan execution targets met.</td>
<td>Begin process using current fleet review final report as basis for best practices. Develop plan and action item list to implement 2008 Fleet report recommendations.</td>
<td>Measure progress against Year 1 plan (dates met, results accomplished) Develop schedule for reviewing parameters at least one factor reviewed each year.</td>
<td>Execute review plan, complete scheduled review, develop tactical plan for improvement. <strong>Ongoing Requirement</strong></td>
</tr>
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</tr>
<tr>
<td>Fleet Effectiveness</td>
<td>3</td>
<td>Conduct bi-annual customer satisfaction survey.</td>
<td>Overall customer satisfaction rating of 90% regarding fleet services</td>
<td></td>
<td>Design customer survey to elicit feedback on key fleet functions (vehicle selection, purchase process, replacement process, remarketing process, maintenance and repair process and quality and general fleet service). Determine survey questions and method to execute using best practice methodology.</td>
<td>Conduct survey, analyze results, and develop tactical plan to address issues and report findings and proposed actions to customers. <strong>Ongoing bi-annual requirement</strong></td>
<td></td>
</tr>
<tr>
<td>Fleet roles and responsibilities are clearly delineated</td>
<td>4</td>
<td>Compare salary and wage list to org chart</td>
<td>Organizational chart and job descriptions in place</td>
<td>Review current org charts with Districts and ensure they are complete and accurate. Identify method to update data annually.</td>
<td>Execute Update Process. <strong>Ongoing Requirement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fleet policies and drivers' guides are up-to-date and distributed to fleet users</td>
<td>5</td>
<td>Compare any notices of fleet policy distributed in past 12 months against Mobile Equipment Manual (MEM)</td>
<td>MEM is current and distributed</td>
<td>Revise and re-publish MEM. Develop process that ensures MEM is updated when any change in policy or practice occurs.</td>
<td>Execute Update Process. <strong>Ongoing Requirement</strong></td>
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</tr>
<tr>
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<td></td>
<td>6</td>
<td>Continuity of Operations Plan for equipment required during emergencies is in place</td>
<td>Compare list of equipment to current inventory. Verify with DMS contracts are in place.</td>
<td>Frontline equipment and contact list exists and is up to date. Contract rental source agreements in place.</td>
<td>Develop list of equipment with locations and contact names and phone numbers. Distribute fleet wide list to each district and FDOT emergency contacts. Determine method for completing ongoing updates.</td>
<td>Select date for annual update of lists and execute. Identify equipment type most needed in emergencies and develop proposals for to contract for the equipment. Work with DMS to secure contracts. Develop schedule for contract review and renewal.</td>
<td>Spot check equipment lists to determine if regular updates are being completed. Review and renew contracts in accordance with schedule. <strong>Ongoing Requirement</strong></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Multi-year written fleet plan in place and implemented</td>
<td>Review fleet plan to identify current and anticipated vehicle and equipment needs, and seasonal requirements. Develop vehicle selector and prioritize replacements.</td>
<td>Current Fleet Plan in place. Scheduled class reviews completed; specifications and selectors in place.</td>
<td>Utilize fleet replacements plan provided in Mercury report as starting point. Develop method to rank vehicles on replacement list. Publish priority rankings and secure replacements. <strong>annually</strong></td>
<td>For the most used classes of vehicles, review vehicle application in field and determine base needs. With input of automotive companies/engineers determine key specifications and develop selector. <strong>Update biannually</strong></td>
<td>For all vehicle classes not completed in year 2, review vehicle application in field and determine base needs. With input of automotive companies/engineers determine key specifications and develop selector. <strong>Update periodically</strong></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Appropriate action taken all items on critical requirement list</td>
<td>List each action required for the year and identify status at year end. Calculate percentage of items completed.</td>
<td>Target-100% of action items completed. Written list of findings with actions taken and dates is in place</td>
<td>Create list for year (year 1 in this case). Note status at year end. Calculate the number of items completed in accordance with plan. Target:100% <strong>Ongoing Requirement</strong></td>
<td></td>
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</tr>
</tbody>
</table>

**Appendix**

97
<table>
<thead>
<tr>
<th>Fleet Mgt Category</th>
<th>Measure #</th>
<th>Proposed Critical Requirement</th>
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<th>Year 2</th>
<th>Year 3</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>Appropriate action taken on prior Department Level QAR findings and recommendations</td>
<td>List each action required as part of Department QAR follow-up and identify status quarterly until all actions are complete. Calculate percentage of items completed.</td>
<td>Written list of findings with actions taken and dates is in place Target - 100% complete. <strong>Ongoing Requirement</strong></td>
<td></td>
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<tr>
<td></td>
<td>10</td>
<td>Utilization of Equipment Properly Reported</td>
<td>Review reports for equipment log submittals and equipment utilization. Review and determine equipment utilization average by each district.</td>
<td>75% of passenger vehicles have an average utilization that is greater than 50% and less than 175% of the district-wide average utilization for the previous 12 months. <strong>Ongoing Requirement</strong></td>
<td></td>
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<td></td>
<td>11</td>
<td>Utilization of Heavy Equipment Properly Reported</td>
<td>Review reports for heavy equipment log submittals and heavy equipment utilization. Review and determine heavy equipment utilization average by each district.</td>
<td>75% of heavy equipment metered in miles have an average utilization that is greater than 50% and less than 175% of the district-wide average utilization for the previous 12 months. <strong>Ongoing Requirement</strong></td>
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<td>Year 1</td>
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<tr>
<td>Fleet Inventory/Asset/Availability Controls</td>
<td>12</td>
<td>All equipment is accounted for and accurate records exist in FMIS for all equipment on hand</td>
<td>Physical inventory of all equipment is performed annually.</td>
<td>100% of equipment is accounted for and mileage is verified during inventory process</td>
<td>Develop process to complete field inventory to verify vehicle license, location and mileage (statewide, same day)</td>
<td>Execute field inventory Annual requirement</td>
<td>Ongoing bi-annual requirement</td>
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<td></td>
<td>13</td>
<td>Vehicles are acquired in compliance with policy</td>
<td>Equipment is acquired in accordance with approved equipment acquisition process. Conduct random sample check annually</td>
<td>100% Compliance</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
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<tr>
<td></td>
<td>14</td>
<td>Alternative Fuel Vehicle Requirements</td>
<td>Check numbers of units against target annually</td>
<td>100 % of target met</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
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<td></td>
<td>15</td>
<td>Vehicles are assigned and disposed of in compliance with policy</td>
<td>Review of equipment receipt, inventory records and equipment disposal forms (6401s). Conduct random sample check annually.</td>
<td>95% of equipment assigned and disposed of within established time frames</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
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<td>16</td>
<td>Fleet Renewal</td>
<td>Calculate the % of equipment that exceeds replacement criteria and compare to target</td>
<td>Initial: Percentage of fleet that exceeds replacement criteria has remained steady or declined in the last year. Long Term: 95% of equipment replaced in accordance with replacement criteria.</td>
<td>Calculate the % of equipment that exceeds replacement criteria at year end. Target - Less than prior year</td>
<td>Calculate the % of equipment that exceeds replacement criteria at year end. Target - Less than prior year</td>
<td>Ongoing requirement</td>
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<tr>
<td>17</td>
<td>Fleet Availability</td>
<td>Equipment is ready for service when needed versus in the shop. Calculate percentage by district and statewide (number of vehicles available for service/total number of vehicles).</td>
<td>Develop method for recording the number of vehicles with an open work order each day and compiling the information monthly by district. Ensure work orders are opened as soon as a vehicle is dropped off for service and closed when customer is notified vehicle is ready for pick up. Create report that indicates inventory numbers by district using shop code as location indicator to determine numbers by district. Develop spreadsheet with monthly numbers by district (average vehicle with work orders per day and # of vehicles).</td>
<td>Yearly secure inventory and work order numbers. Calculate average number of vehicles down each day for each month and for full year. Calculate percentage available (100% - average % down). Full Year Target: 95% available. <strong>Ongoing requirement</strong></td>
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<td>18</td>
<td>Vehicles are fully utilized or are rotated to promote better utilization</td>
<td>During the last 12 months, number of “mileage” vehicles with less than 6,000 miles usage, or equipment with less than 500 hours usage.</td>
<td>Develop vehicle utilization report that lists each vehicle by district and calculates the percentage below target using FMIS/monthly log data or fuel transaction data information.</td>
<td>Secure report on usage for a 12 month period. Develop process for reviewing all vehicles below mileage targets and execute. Process must require that the # of day’s usage per month are supplied for any vehicle that does not meet targets. <strong>On-going requirement</strong></td>
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<td>19</td>
<td>Operators adhere to vehicle specifications and operator requirements</td>
<td>Annual license check of all operators.</td>
<td>Identify equipment requiring special licenses, obtain list of drivers and license information. Ensure licenses meet requirements and are active.</td>
<td>Secure license numbers for all drivers of FDOT vehicles. Work with Human Resources and License bureau to develop a process for annual checks to determine that licenses are active.</td>
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**Ongoing requirement**

**On-going requirement to conduct annual reviews and periodic breakeven analysis.**
<table>
<thead>
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<tr>
<td></td>
<td>20</td>
<td>Vehicles are operated in a safe manner</td>
<td>Number of accidents per million miles driven</td>
<td>Accident Rates meet benchmark</td>
<td>Develop method to compile data on the number of accident occurrences each month. Secure accident rate benchmarks from similar fleets and/or industry data.</td>
<td>Using data at year end, calculate the accident rate and compare to benchmark. Ongoing requirement</td>
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<tr>
<td></td>
<td>21</td>
<td>Accidents/Incidents are reviewed and reported upon properly</td>
<td>Formal accident review process</td>
<td>Accidents/Incidents coded, reviews completed in accordance with policy</td>
<td></td>
<td></td>
<td>Develop and execute accident coding, reporting and review process</td>
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<td></td>
<td>22</td>
<td>Passing of Florida Highway Patrol-Commercial Vehicle Enforcement (FHP-CVE) Inspections</td>
<td>Inspection of mobile equipment fleet by Motor Carrier Compliance and calculation of the percentage that remain in service and number of minor defects</td>
<td>90% of the trucks inspected by FHP-CVE remain in service.</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
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<td></td>
<td>Averages of 0.5 or fewer minor defects are identified per truck inspected by FHP-CVE.</td>
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<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
<td>Ongoing requirement</td>
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<tr>
<td>Fleet Management Information</td>
<td>23</td>
<td>Vehicle data in Fleet Systems is current and accurate</td>
<td>Mileage Reports are Current and Accurate - Utilize FMIS report and random sample checks</td>
<td>Data is tracked and entered in system in accordance with policy; Targets: Reporting 95%; Accuracy 99%</td>
<td>Develop exception report that lists vehicles that did not report miles/hrs. each month, the number of months not reported on time year to date and the percentage of the fleet they represent: Target 95% Reporting on Time Conduct quarterly random sample checks of mileage on odometer vs. mileage in FMIS in each district and compile statistics statewide. Continue until target is met for at least 12 months. Target: 99% of sample is accurate.</td>
<td>Reporting is ongoing requirement</td>
<td>Reporting is ongoing requirement</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Vehicle data in Fleet Systems is current and accurate</td>
<td>Mechanic Hours are current and accurate; Mechanics are fully utilized</td>
<td>Data is tracked and entered in system in accordance with policy; target: 95% or more accurate. Mechanic utilization target: 70% productive rate.</td>
<td>Develop FMIS report of labor hours by mechanic with summaries by shop, district and statewide. Conduct monthly random sample checks on work orders to system for accuracy. Continue until target is met for at least 12 months. Target: 95% of sample is accurate.</td>
<td>Develop spread sheet that compares labor hours in FMIS to payroll hours by mechanic. Calculate percent average hours per mechanic in FMIS and productive rate percentage based on full year of hours. Target: 70%</td>
<td>Mechanic utilization is an ongoing requirement</td>
</tr>
<tr>
<td>Fleet Mgt Category</td>
<td>Measure #</td>
<td>Proposed Critical Requirement</td>
<td>Proposed Review Process</td>
<td>Proposed Compliance Indicators</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
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<tr>
<td>25</td>
<td>Vehicle data in Fleet Systems is current and accurate</td>
<td>Parts data is current and accurate</td>
<td>Data is tracked and entered in system in accordance with policy; target: 95% accuracy</td>
<td>Redefine parts purchase categories in FMIS to ensure commercial parts and shop parts are separated. Train field on data entry accordingly. Conduct monthly random sample checks on work orders to system for accuracy. Continue until target is met for at least 12 months. Target: 95% of sample is accurate.</td>
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<tr>
<td>26</td>
<td>Vehicle data in Fleet Systems is current and accurate</td>
<td>Commercial Repair Data is current and accurate</td>
<td>Data is tracked and entered in system in accordance with policy; target: 95% accuracy</td>
<td>Redefine repair codes to isolate commercial repairs from in-house sample to ensure accuracy. Conduct monthly random sample checks on work orders to system for accuracy. Continue until target is met for at least 12 months. Target: 95% of sample is accurate.</td>
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<tr>
<td>Fleet Mgt Category</td>
<td>Measure #</td>
<td>Proposed Critical Requirement</td>
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<td></td>
<td>27</td>
<td>Vehicle data in Fleet Systems is current and accurate</td>
<td>Fuel Use Data is current and accurate</td>
<td>Data is tracked and entered in system in accordance with policy; Target: exceptions are less than 5% of fleet.</td>
<td></td>
<td></td>
<td>Ensure all fuel usage data is being reported in FMIS. Create a fuel usage report by vehicle, with summary miles per gallon and cost per mile by class monthly and year to date. Create exception report quarterly that identifies vehicles that appear to be under reporting and develop and execute a follow up process.</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Shop operational costs are compiled regularly</td>
<td>Each district has completed template submitted to Central Fleet Office in accordance with schedule</td>
<td>Annual Shop Operation Expense Report is complete and current</td>
<td></td>
<td>Year-end data report is an ongoing requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Shop labor rates are updated annually</td>
<td>Labor rate methodology and annual update are complete and documented</td>
<td>Implement rates from fleet study as a starting point; use for 1 year</td>
<td></td>
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<td>Annual rate update is on ongoing requirement</td>
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<td>Use finalized information for shop expenses and labor distribution forecasts to calculate labor rates annually. Update rates in FMIS.</td>
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<tr>
<td>Fleet Mgt Category</td>
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<td>Proposed Critical Requirement</td>
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<tr>
<td>Maintenance</td>
<td>30</td>
<td>Maintenance and repair cost</td>
<td>Total Maintenance and repair cost per vehicle equivalent per year</td>
<td>Maintenance cost per VEU meets benchmark</td>
<td></td>
<td></td>
<td>Develop VEU for FDOT classes utilizing FMIS data. Calculate maintenance cost per VEU. Compare cost to current industry trend data.</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Preventive Maintenance (PM) properly performed and documented</td>
<td>Review of PM report for Maintenance Unit and District.</td>
<td>95% of PM work completed in accordance with schedule</td>
<td>Review of PM report for Maintenance Unit and District.</td>
<td>Ongoing Requirement</td>
<td>Ongoing Requirement</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>Preventive Maintenance (PM) properly performed and documented</td>
<td>Review of inspection records for aerial devices.</td>
<td>100% compliance with required OSHA and ANSI inspections for aerial equipment.</td>
<td>Review of inspection records for aerial devices.</td>
<td>Ongoing Requirement</td>
<td>Ongoing Requirement</td>
</tr>
<tr>
<td></td>
<td>33</td>
<td>Quality of repair service meets or exceeds commercial standards</td>
<td>Quality</td>
<td>Repeat repairs less than 2% of total work orders</td>
<td></td>
<td></td>
<td>Establish criteria for “repeats”, develop codes to be used in FMIS, and instruct shop foreman</td>
</tr>
<tr>
<td></td>
<td>34</td>
<td>Quality of repair service meets or exceeds commercial standards</td>
<td>Quality of PMs</td>
<td>Scheduled versus Unscheduled Repairs ratio equal or less than 80/20 ratio</td>
<td></td>
<td></td>
<td>Create “reason” codes in FMIS to delineate PM from other repairs and instruct shops to use codes</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>Quality of repair service meets or exceeds commercial standards</td>
<td>Mechanic Efficiency/Skill</td>
<td>90% or tested repairs completed within time standards.</td>
<td></td>
<td></td>
<td>Develop FMIS report that details task code averages for in-house repairs by repair code and details mechanic's average performance vs. task code average. <strong>Ongoing requirement for review at least</strong></td>
</tr>
</tbody>
</table>

**Appendix**
<table>
<thead>
<tr>
<th>Fleet Mgt Category</th>
<th>Measure #</th>
<th>Proposed Critical Requirement</th>
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<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36</td>
<td>Quality of repair service meets or exceeds commercial standards</td>
<td>Shop efficiency, parts availability, and backlog.</td>
<td>80% of non-accident repairs completed within 24 hours; 80% of accident repairs completed within 3 days</td>
<td>Ensure work order date in and date out are captured in FMIS</td>
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<td></td>
<td>37</td>
<td>Shop meets safety and environmental requirements</td>
<td>Safety and environmental regulation check list exists, inspections are completed in accordance with schedule, results recorded, and actions documented</td>
<td>100% compliance with safety and environmental regulations</td>
<td>Create standardized safety and environmental check list and associated schedule.</td>
<td></td>
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<tr>
<td></td>
<td>38</td>
<td>Customer satisfaction</td>
<td>Summary data from Customer Comment Cards is reviewed</td>
<td>95% rate maintenance service as adequate or above.</td>
<td>Create customer comment cards that include rating scale on service and provide to each customer after service is performed. Review comments weekly. Compile ratings monthly and</td>
<td></td>
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<tr>
<td>Fleet Mgt Category</td>
<td>Measure #</td>
<td>Proposed Critical Requirement</td>
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<td></td>
<td>total for year. Target: 95% rate service as adequate or above.</td>
<td>ratings is an ongoing requirement.</td>
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<tr>
<td></td>
<td>39</td>
<td>Fuel inventory and use documented</td>
<td>Fuel purchase/inventory and fuel use records reconcile</td>
<td>Fuel inventory used reconciled with dispensing records monthly</td>
<td>Determine standard methodology and forms for completing fuel inventory reconciliation.</td>
<td>Ongoing requirement</td>
<td></td>
</tr>
</tbody>
</table>

"Ongoing requirement"
**NOTE:** Vehicle Procurement Charts within this Manual are solely intended to demonstrate the intended uses of various vehicle types. Contact the Office of Maintenance, Fleet Operations for the most current Vehicle Procurement Charts.

### STANDARDIZED VEHICLE PROCUREMENT CHART

<table>
<thead>
<tr>
<th>Commodity Code No. 25101503; AUTOMOBILES OR CARS</th>
<th>Commodity Description</th>
<th>REPRESENTATIVE MODEL(S):</th>
<th>INTENDED USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub-Group A: AUTOMOBILE</strong></td>
<td><strong>EPA Size Class:</strong> Subcompact Automobile</td>
<td>Chevrolet Spark 5dr HB CVT LS (1CM48), Chevrolet Spark 5dr HB CVT LT w/1LT (1CN48), Ford Fiesta 4dr Sdn S (P4A), Ford Fiesta 4dr Sdn SE (P4B), Ford Fiesta 5dr HB S (P4T), Ford Fiesta 5dr HB SE (P4E)</td>
<td>Transportation of up to 2 individuals and light and bulk material</td>
</tr>
<tr>
<td>25101503</td>
<td>Automobile, Subcompact, Standard Fuel</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sub-Group A: AUTOMOBILE</strong></th>
<th><strong>EPA Size Class:</strong> Compact Automobile</th>
<th>REPSENATITIVE MODEL(S):</th>
<th>INTENDED USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25101503</td>
<td>Automobile, Compact, Standard Fuel or Alternate Fuel</td>
<td>Chevrolet Sonic 4dr Sdn Auto LS (1JU69), Chevrolet Sonic 4dr Sdn Auto LT (1JV69), Chevrolet Volt 5dr HB (1RC68), Ford Focus 4dr Sdn S (P3E), Ford Focus 4dr Sdn SE (P3F), Ford Focus 5dr HB SE (P3K), Ford Focus Electric 5dr HB (P3R), Honda Civic Sedan 4dr CVT LX (FB2F5FEW), Honda Civic Sedan 4dr CVT HF (FB2F6FEW), Honda Civic Hybrid 4dr Sdn L4 CVT (FB4F2FEW), Nissan Versa 4dr Sdn CVT 1.6 SV (11215), Nissan Versa Note 5dr HB CVT 1.6 S Plus (11515), Nissan Versa Note 5dr HB CVT 1.6 SV (11615), Toyota Yaris 5dr Liftback Auto L (SE) (1462), Toyota Yaris 5dr Liftback Auto LE (SE) (1466)</td>
<td>Transportation of up to 3 individuals and light and bulk material</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sub-Group A: AUTOMOBILE</strong></th>
<th><strong>EPA Size Class:</strong> Mid-Size Station Wagon</th>
<th>REPRESENTATIVE MODEL(S):</th>
<th>INTENDED USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25101503</td>
<td>Automobile, Mid-Size, Standard Fuel or Alternate Fuel</td>
<td>Toyota Prius v 5dr Wgn Two (SE) (1243)</td>
<td>Transportation of up to 4 individuals and light and bulk material</td>
</tr>
</tbody>
</table>
# STANDARDIZED VEHICLE PROCUREMENT CHART

<table>
<thead>
<tr>
<th>Commodity Code No. 25101503; AUTOMOBILES OR CARS</th>
<th>Commodity Description</th>
<th>REPRESENTATIVE MODEL(S):</th>
<th>INTENDED USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub-Group A: AUTOMOBILE</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>EPA Size Class: Mid-Size Automobile</strong></td>
<td></td>
<td>Chevrolet Cruze 4dr Sdn Auto LS (1PL69), Chevrolet Cruze 4dr Sdn Auto 1LT (1PX69), Chevrolet Cruze 4dr Sdn Auto ECO (1PB69), Chevrolet Sonic 5dr HB Auto LS (1JU48), Chevrolet Sonic 5dr HB Auto LT (1JY48), Chevrolet Malibu 4dr Sdn LS w/1LS (1GB69), Chevrolet Malibu 4dr Sdn LS w/1FL (1GB69), Dodge Dart 4dr Sdn SE (PFDH41), Dodge Dart 4dr Sdn SXT (PFDP41), Ford Fusion 4dr Sdn S FWD (P0G), Ford Fusion 4dr Sdn SE FWD (P0H), Ford Fusion 4dr Sdn SE Hybrid FWD (P0U), Ford Fusion 4dr Sdn SE Hybrid FWD (P0L), Honda Accord Sedan 4dr I4 CVT LX (CR2F3FEW), Honda Accord Hybrid 4dr Sdn (CR6F3FEW), Nissan Altima 4dr Sdn I4 2.5 S (13115), Nissan Sentra 4dr Sdn I4 CVT S (12015), Nissan Sentra 4dr Sdn I4 CVT SV (12115), Toyota Camry 4dr Sdn I4 Auto LE (SE) (2532), Toyota Camry 4dr Sdn V6 Auto SE (SE) (2550), Toyota Camry Hybrid 4dr Sdn LE (SE) (2559), Toyota Corolla 4dr Sdn Auto L (SE) (1832), Toyota Corolla 4dr Sdn CVT LE (SE) (1852), Toyota Corolla 4dr Sdn CVT ECO (SE) (1872), Toyota Prius 5dr HB One (SE) (1221), Toyota Prius 5dr HB Two (SE) (1223), Toyota Prius c 5dr HB One (SE) (1201), Toyota Prius c 5dr HB Two (SE) (1203)</td>
<td>Transportation of up to 4 individuals and light and bulk material</td>
</tr>
<tr>
<td><strong>Commodity Code No. 25101503</strong></td>
<td><strong>Automobile, Mid-Size, Standard Fuel or Alternate Fuel</strong></td>
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<tr>
<td><strong>EPA Size Class: Large-Size Automobile</strong></td>
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<tr>
<td><strong>EPA Size Class: Large-Size Automobile</strong></td>
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<td><strong>Representative Model(S):</strong></td>
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<td><strong>Intended Use:</strong></td>
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<tr>
<td><strong>Transportation of up to 5 individuals and light and bulk material</strong></td>
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<tr>
<td><strong>Commodity Code No. 25101503</strong></td>
<td><strong>Automobile, Large, Standard Fuel or Alternate Fuel</strong></td>
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<tr>
<td><strong>EPA Size Class: Mid-Size Automobile</strong></td>
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<tr>
<td><strong>EPA Size Class: Large-Size Automobile</strong></td>
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<tr>
<td><strong>Representative Model(S):</strong></td>
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<td><strong>Intended Use:</strong></td>
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<tr>
<td><strong>Transportation of up to 5 individuals and light and bulk material</strong></td>
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<tr>
<td>Commodity Code No. 25101505; MINIVANS OR VANS</td>
<td>Commodity Description</td>
<td>REPRESENTATIVE MODEL(S):</td>
<td>INTENDED USE:</td>
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</tr>
<tr>
<td>Sub-Group A: VAN, PASSENGER</td>
<td>Industry Size Class: Mini/Special Purpose Passenger Van (5 to 7 Passenger)</td>
<td>Van, five to Seven Passengers, Alternate Fuel</td>
<td>Transportation of up to 7 individuals and light and bulk material with light to medium duty towing</td>
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<tr>
<td>25101505</td>
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<td>Dodge Grand Caravan 4dr Wgn SE (RTKH53), Dodge Grand Caravan 4dr Wgn SXT (RTKM53), Ford Transit Connect Wagon 4dr Wgn SWB XLT (S8F), Ford Transit Connect Wagon 4dr Wgn SWB XLT w/Rear Liftgate (E8F), Ford Transit Connect Wagon 4dr Wgn LWB XL (S9E), Ford Transit Connect Wagon 4dr Wgn LWB XL w/Rear Liftgate (E9E), Ford Transit Connect Wagon 4dr Wgn LWB XLT (S9F), Ford Transit Connect Wagon 4dr Wgn LWB XLT w/Rear Liftgate (E9F), Nissan Quest 4dr S (55115), Nissan Quest 4dr SV (55215), Toyota Sienna 5dr 7-Pass Van V6 L FWD (SE) (5328)</td>
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## STANDARDIZED VEHICLE PROCUREMENT CHART

<table>
<thead>
<tr>
<th>Commodity Code No. 25101505; MINIVANS OR VANS</th>
<th>Commodity Description</th>
<th>Industry Size Class: Full Size Passenger Van (8 to 17 Passenger)</th>
<th>REPRESENTATIVE MODEL(S):</th>
<th>INTENDED USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25101505</td>
<td>Van, 8 to 17 passengers, Standard Fuel or Alternate Fuel</td>
<td>Ford Transit Wagon T-150 130&quot; Low Roof XL Swing-Out RH Dr (K1Z), Ford Transit Wagon T-150 130&quot; Low Roof XLT Swing-Out RH Dr (K1Z), Ford Transit Wagon T-150 130&quot; Low Roof XL Sliding RH Dr (K1Y), Ford Transit Wagon T-150 130&quot; Low Roof XLT Sliding RH Dr (K1Y), Ford Transit Wagon T-150 130&quot; Med Roof XL Sliding RH Dr (K1C), Ford Transit Wagon T-150 130&quot; Med Roof XLT Sliding RH Dr (K1C), Chevrolet Express Passenger RWD 2500 135&quot; LS (CG23406), Chevrolet Express Passenger RWD 2500 135&quot; LT (CG23406), Chevrolet Express Passenger RWD 3500 135&quot; LS w/1LS (CG33406), Chevrolet Express Passenger RWD 3500 135&quot; LT w/1LT (CG33406), Chevrolet Express Passenger RWD 3500 135&quot; LS w/2LS (CG33406) - Diesel, Chevrolet Express Passenger RWD 3500 135&quot; LT w/2LT (CG33406) - Diesel, Chevrolet Express Passenger RWD 3500 155&quot; LS w/1LS (CG33706), Chevrolet Express Passenger RWD 3500 155&quot; LT w/1LT (CG33706), Chevrolet Express Passenger RWD 3500 155&quot; LS w/2LS (CG33706) - Diesel, Chevrolet Express Passenger RWD 3500 155&quot; LT w/2LT (CG33706) - Diesel, Ford Transit Wagon T-350 148&quot; Low Roof XL Swing-Out RH Dr (X2Z), Ford Transit Wagon T-350 148&quot; Low Roof XLT Swing-Out RH Dr (X2Z), Ford Transit Wagon T-350 148&quot; Low Roof XL Sliding RH Dr (X2Y), Ford Transit Wagon T-350 148&quot; Low Roof XLT Sliding RH Dr (X2Y), Ford Transit Wagon T-350 148&quot; Med Roof XL Sliding RH Dr (X2C), Ford Transit Wagon T-350 148&quot; Med Roof XLT Sliding RH Dr (X2C), Ford Transit Wagon T-350 148&quot; High Roof XL Sliding RH Dr (X2X), Ford Transit Wagon T-350 148&quot; High Roof XLT Sliding RH Dr (X2X), Ford Transit Wagon T-350 148&quot; EL High Roof XL Sliding RH Dr (U4X), Ford Transit Wagon T-350 148&quot; EL High Roof XLT Sliding RH Dr (U4X), Freightliner Sprinter Wagon 2500 Standard Roof 144&quot; (F2PV144), Freightliner Sprinter Wagon 2500 High Roof 144&quot; (F2PV144), Freightliner Sprinter Wagon 2500 High Roof 170&quot; (F2PV170), Freightliner Sprinter Minibus, Commuter Shuttle (F3DB170E), Freightliner Sprinter Minibus, Paratransit Shuttle (F3DB170E)</td>
<td>Transportation of up to 17 individuals and light and bulk material with medium duty towing</td>
<td></td>
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</table>
# STANDARDIZED VEHICLE PROCUREMENT CHART

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<thead>
<tr>
<th>Commodity Code No. 25101505; MINIVANS OR VANS</th>
<th>Commodity Description</th>
<th>REPRESENTATIVE MODEL(S):</th>
<th>INTENDED USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub-Group B: VAN, CARGO</strong></td>
<td>Industry Size Class: Mini/Special Purpose Cargo Van</td>
<td>Chevrolet City Express Cargo Van FWD 115&quot; LS (15S60), Chevrolet City Express Cargo Van FWD 115&quot; LT (15T60), Ford Transit Connect SWB XL (S6E), Ford Transit Connect SWB XL w/Rear Liftgate (E6E), Ford Transit Connect SWB XLT (S6F), Ford Transit Connect SWB XLT w/Rear Liftgate (E6F), Ford Transit Connect LWB XL (S7E), Ford Transit Connect LWB XL w/Rear Liftgate (E7E), Ford Transit Connect LWB XLT (S7F), Ford Transit Connect LWB XLT w/Rear Liftgate (E7F), Nissan NV200 I4 S (67115), Nissan NV200 I4 SV (67215), Ram Cargo Van 119&quot; WB Tradesman (RTKE53)</td>
<td>Transportation of up to 2 individuals and light and bulk material with medium to heavy duty towing</td>
</tr>
<tr>
<td><strong>25101505</strong></td>
<td>Van, 1/2 to one Ton Cargo, Standard Fuel or Alternate Fuel</td>
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<td></td>
</tr>
<tr>
<td><strong>Sub-Group B: VAN, CARGO</strong></td>
<td>Industry Size Class: 1/2 Ton Cargo Van</td>
<td>Ford Transit Cargo Van T-150 130&quot; Low Rf 8600 GVWR Swing-Out RH Dr (E1Z), Ford Transit Cargo Van T-150 130&quot; Low Rf 8600 GVWR Sliding RH Dr (E1Y), Ford Transit Cargo Van T-150 130&quot; Med Rf 8600 GVWR Sliding RH Dr (E1C), Ford Transit Cargo Van T-150 130&quot; Med Rf 8600 GVWR Dual Sliding Drs (E1D), Ford Transit Cargo Van T-150 148&quot; Low Rf 8600 GVWR Swing-Out RH Dr (E9Z), Ford Transit Cargo Van T-150 148&quot; Low Rf 8600 GVWR Sliding RH Dr (E9Y), Ford Transit Cargo Van T-150 148&quot; Med Rf 8600 GVWR Sliding RH Dr (E9C), Ford Transit Cargo Van T-150 148&quot; Med Rf 8600 GVWR Dual Sliding Drs (E9D), Ram ProMaster 1500 Low Roof 118&quot; WB (VF1L11), Ram ProMaster 1500 Low Roof 136&quot; WB (VF1L12), Ram ProMaster 1500 High Roof 136&quot; WB (VF1L13)</td>
<td>Transportation of up to 2 individuals and light and bulk material with medium to heavy duty towing</td>
</tr>
<tr>
<td><strong>25101505</strong></td>
<td>Van, 1/2 Ton Cargo, Standard Fuel or Alternate Fuel</td>
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<thead>
<tr>
<th>Commodity Code No. 25101505; MINIVANS OR VANS</th>
<th>Commodity Description</th>
<th>REPRESENTATIVE MODEL(S):</th>
<th>INTENDED USE:</th>
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<tbody>
<tr>
<td>25101505</td>
<td>Van, 3/4 Ton Cargo, Standard Fuel or Alternate Fuel</td>
<td>Chevrolet Express Cargo Van RWD 2500 135&quot; (CG23405), Chevrolet Express Cargo Van RWD 2500 135&quot; Diesel (CG23405), Chevrolet Express Cargo Van RWD 2500 155&quot; (CG23705), Chevrolet Express Cargo Van RWD 2500 155&quot; Diesel (CG23705), Chevrolet Express Cargo Van RWD 2500 135&quot; Paratransit (CG23405), Chevrolet Express Cargo Van RWD 2500 155&quot; Paratransit (CG23705), Ford Transit Cargo Van T-250 130&quot; Low Rf 9000 GVWR Swing-Out RH Dr (R1Z), Ford Transit Cargo Van T-250 130&quot; Low Rf 9000 GVWR Sliding RH Dr (R1Y), Ford Transit Cargo Van T-250 130&quot; Med Rf 9000 GVWR Sliding RH Dr (R1C), Ford Transit Cargo Van T-250 130&quot; Med Rf 9000 GVWR Dual Sliding Drs (R1D), Ford Transit Cargo Van T-250 148&quot; Low Rf 9000 GVWR Swing-Out RH Dr (R2Z), Ford Transit Cargo Van T-250 148&quot; Low Rf 9000 GVWR Sliding RH Dr (R2Y), Ford Transit Cargo Van T-250 148&quot; Med Rf 9000 GVWR Sliding RH Dr (R2C), Ford Transit Cargo Van T-250 148&quot; Med Rf 9000 GVWR Dual Sliding Drs (R2D), Ford Transit Cargo Van T-250 148&quot; Hi Rf 9000 GVWR Sliding RH Dr (R2X), Ford Transit Cargo Van T-250 148&quot; Hi Rf 9000 GVWR Dual Sliding Drs (R2U), Ford Transit Cargo Van T-250 148&quot; EL Hi Rf 9000 GVWR Sliding RH Dr (R3X), Ford Transit Cargo Van T-250 148&quot; EL Hi Rf 9000 GVWR Dual Sliding Drs (R3U), Freightliner Sprinter 2500 Standard Roof 144&quot; (F2CA144), Freightliner Sprinter 2500 High Roof 144&quot; (F2CA144), Freightliner Sprinter 2500 High Roof 170&quot; (F2CA170), Freightliner Sprinter 2500 High Roof 170&quot; EXT (F2CA170E), Freightliner Sprinter Crew 2500 Standard Roof 144&quot; (F2CV144), Freightliner Sprinter Crew 2500 High Roof 144&quot; (F2CV144), Freightliner Sprinter Crew 2500 High Roof 170&quot; (F2CV170), Ram ProMaster 2500 High Roof 136&quot; WB (VF2L13), Ram ProMaster 2500 High Roof 159&quot; WB (VF2L16), Ram ProMaster 2500 Window Van High Roof 159&quot; WB (VF2L26)</td>
<td>Transportation of up to 2 individuals and light and bulk material with medium to heavy duty towing</td>
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<td>Commodity Code No. 25101505; MINIVANS OR VANS</td>
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<tr>
<td>25101505</td>
<td>Van, 1 Ton Cargo, Standard Fuel or Alternate Fuel</td>
<td>Chevrolet Express Cargo Van RWD 3500 135&quot; (CG33405), Chevrolet Express Cargo Van RWD 3500 135&quot; Diesel (CG33405), Chevrolet Express Cargo Van RWD 3500 155&quot; (CG33705), Chevrolet Express Cargo Van RWD 3500 155&quot; Diesel (CG33705), Chevrolet Express Cargo Van RWD 3500 135&quot; Paratransit (CG33405), Chevrolet Express Cargo Van RWD 3500 155&quot; Paratransit (CG33705), Ford Transit Cargo Van T-350 148&quot; Low Rf 9500 GVWR Swing-Out RH Dr (W2Z), Ford Transit Cargo Van T-350 148&quot; Low Rf 9500 GVWR Sliding RH Dr (W2Y), Ford Transit Cargo Van T-350 148&quot; Med Rf 9500 GVWR Sliding RH Dr (W2C), Ford Transit Cargo Van T-350 148&quot; Med Rf 9500 GVWR Dual Sliding Drs (W2D), Ford Transit Cargo Van T-350 148&quot; Hi Rf 9500 GVWR Sliding RH Dr (W2X), Ford Transit Cargo Van T-350 148&quot; Hi Rf 9500 GVWR Dual Sliding Drs (W2U), Ford Transit Cargo Van T-350 148&quot; EL Hi Rf 9500 GVWR Sliding RH Dr (W3X), Ford Transit Cargo Van T-350 148&quot; EL Hi Rf 9500 GVWR Dual Sliding Drs (W3U), Ford Transit Cargo Van T-350 HD 148&quot; EL Hi Rf 9950 GVWR Sliding RH Dr (F4X), Ford Transit Cargo Van T-350 HD 148&quot; EL Hi Rf 10360 GVWR Sliding RH Dr (S4X), Ford Transit Cargo Van T-350 HD 148&quot; EL Hi Rf 9950 GVWR Dual Sliding Drs (F4U), Ford Transit Cargo Van T-350 HD 148&quot; EL Hi Rf 10360 GVWR Dual Sliding Drs (S4U), Freightliner Sprinter 3500 High Roof 144&quot; (F3CA144), Freightliner Sprinter 3500 High Roof 170&quot; (F3CA170), Freightliner Sprinter 3500 High Roof 170&quot; EXT (F3CA170E), Ram ProMaster 3500 High Roof 159&quot; WB (VF3L16), Ram ProMaster 3500 Extended High Roof 159&quot; WB (VF3L17)</td>
<td>Transportation of up to 2 individuals and light and bulk material with medium to heavy duty towing</td>
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## STANDARDIZED VEHICLE PROCUREMENT CHART

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<tr>
<th>Commodity Code No. 25101505; MINIVANS OR VANS</th>
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<tbody>
<tr>
<td>Sub-Group C: VAN, CUTAWAY, 2WD</td>
<td><strong>25101505</strong> Van, 1 Ton Cargo, Standard Fuel or Alternate Fuel</td>
<td>Chevrolet Express Commercial Cutaway 3500 Van 139&quot; (CG33503), Chevrolet Express Commercial Cutaway 3500 Van 139&quot; Diesel (CG33503), Chevrolet Express Commercial Cutaway 3500 Van 159&quot; (CG33803), Chevrolet Express Commercial Cutaway 3500 Van 159&quot; Diesel (CG33803), Chevrolet Express Commercial Cutaway 3500 Van 177&quot; (CG33903), Chevrolet Express Commercial Cutaway 3500 Van 177&quot; Diesel (CG33903), Chevrolet Express Commercial Cutaway 4500 Van 159&quot; (CG33803), Chevrolet Express Commercial Cutaway 4500 Van 159&quot; Diesel (CG33803), Chevrolet Express Commercial Cutaway 4500 Van 177&quot; (CG33903), Chevrolet Express Commercial Cutaway 4500 Van 177&quot; Diesel (CG33903), Ford Transit Cutaway T-250 138&quot; 9000 GVWR SRW (R5P), Ford Transit Cutaway T-250 156&quot; 9000 GVWR SRW (R7P), Ford Transit Cutaway T-350 156&quot; 9500 GVWR SRW (W7P), Ford Transit Cutaway T-350 138&quot; 9950 GVWR DRW (F6P), Ford Transit Cutaway T-350 138&quot; 10360 GVWR DRW (S6P), Ford Transit Cutaway T-350 156&quot; 9950 GVWR DRW (F8P), Ford Transit Cutaway T-350 156&quot; 10360 GVWR DRW (S8P), Ford Transit Cutaway T-350 178&quot; 9950 GVWR DRW (F9P), Ford Transit Cutaway T-350 178&quot; 10360 GVWR DRW (S9P), Freightliner Sprinter 3500 Cab Chassis 2WD 144&quot; WB Cutaway (F3CC144), Freightliner Sprinter 3500 Cab Chassis 2WD 170&quot; WB Cutaway (F3CC170)</td>
<td>Transportation of up to 2 individuals and light and bulk material with medium to heavy duty towing</td>
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<tr>
<td>25101507</td>
<td>Commodity Code No. 25101507; LIGHT TRUCKS OR SPORT UTILITY VEHICLES</td>
<td>Sport Utility Vehicle, Mid-Size, 4x2, Standard Fuel or Alternate Fuel</td>
<td>Transportation of up to 5 individuals and light and bulk material with light to medium duty towing on highway and off highway on unimproved roads. <strong>Justification required.</strong></td>
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<tr>
<td>25101507</td>
<td>Commodity Code No. 25101507; LIGHT TRUCKS OR SPORT UTILITY VEHICLES</td>
<td>Sport Utility Vehicle, Large, 4x2, Standard Fuel or Alternate Fuel</td>
<td>Transportation of up to 6 individuals and light and bulk material with light to medium duty towing on highway and off highway on unimproved roads. <strong>Justification required.</strong></td>
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- Chevrolet Captiva Sport Fleet FWD 4dr LS w/1LS (1LD26)
- Chevrolet Captiva Sport Fleet FWD 4dr LT (1LE26)
- Chevrolet Equinox FWD 4dr LS (1LF26)
- Chevrolet Equinox FWD 4dr LT w/1LT (1LH26)
- Dodge Journey FWD 4dr SE (JCDH49)
- Dodge Journey FWD 4dr SXT (JCDE49)
- Ford Escape FWD 4dr S (U0F)
- Ford Escape FWD 4dr SE (U0G)
- Ford Edge 4dr SE FWD (K3G)
- Ford Edge 4dr SEL FWD (K3J)
- GMC Terrain FWD 4dr SLE w/SLE-1 (TLM26)
- Jeep Compass FWD 4dr Sport (MKTE49)
- Jeep Compass FWD 4dr Latitude (MKTM49)
- Jeep Cherokee FWD 4dr Sport (KTL74)
- Jeep Cherokee FWD 4dr Latitude (KTM74)
- Jeep Patriot FWD 4dr Sport (MKTE74)
- Jeep Patriot FWD 4dr Latitude (MKTM74)
- Toyota RAV4 FWD 4dr LE (SE) (4430)

- Chevrolet Suburban 2WD 4dr Commercial (CC15906)
- Chevrolet Suburban 2WD 4dr LS (CC15906)
- Chevrolet Tahoe 2WD 4dr Commercial (CC15706)
- Chevrolet Tahoe 2WD 4dr LS (CC15706)
- Chevrolet Traverse FWD 4dr LS (CR14526)
- Chevrolet Traverse FWD 4dr LT w/1LT (CR14526)
- Dodge Durango 2WD 4dr SXT (WDDL75)
- Ford Explorer FWD 4dr Base (K7B)
- Ford Explorer FWD 4dr XL (K7D)
- Ford Expedition 2WD 4dr XL (U1F)
- Ford Expedition 2WD 4dr XL (U1H)
- Ford Expedition EL 2WD 4dr XL (K1F)
- Ford Expedition EL 2WD 4dr XL (K1H)
- GMC Acadia FWD 4dr SLE1 (TR14526)
- GMC Yukon 2WD 4dr 1500 SLE (TC15706)
- GMC Yukon XL 2WD 4dr SLE (TC15906)
- Jeep Grand Cherokee RWD 4dr Laredo (WKTH74)
- Nissan Pathfinder 2WD 4dr S (25115)
- Nissan Pathfinder 2WD 4dr V6 SV (25315)
- Toyota 4Runner RWD 4dr V6 SR5 (SE) (8642)
### STANDARDIZED VEHICLE PROCUREMENT CHART

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<tr>
<th>Commodity Code No. 25101507; LIGHT TRUCKS OR SPORT UTILITY VEHICLES</th>
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<th>REPRESENTATIVE MODEL(S):</th>
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<tbody>
<tr>
<td><strong>Sub-Group B: SPORT UTILITY VEHICLE, 4WD [INCLUDING ALL WHEEL DRIVE (“AWD”)]</strong></td>
<td><strong>EPA Size Class: Small Sport Utility Vehicle, 4WD</strong></td>
<td>Chevrolet Equinox AWD 4dr LS (1LG26), Chevrolet Equinox AWD 4dr LT w/1LT (1LK26), Dodge Journey AWD 4dr SE (JCEH49), Dodge Journey AWD 4dr SXT (JCEE49), Ford Escape 4WD 4dr SE (U9G), Ford Edge 4dr SE AWD (K4G), Ford Edge 4dr SEL AWD (K4J), GMC Terrain AWD 4dr SLE w/SLE-1 (TLG26), Jeep Cherokee 4WD 4dr Sport (KLJL74), Jeep Cherokee 4WD 4dr Latitude (KLJM74), Jeep Compass 4WD 4dr Sport (MKJE49), Jeep Compass 4WD 4dr Latitude (MKJM49), Jeep Patriot 4WD 4dr Sport (MKJE74), Jeep Patriot 4WD 4dr Latitude (MKJM74), Toyota RAV4 AWD 4dr LE (SE) (4432)</td>
<td>Transportation of up to 5 individuals and light and bulk material with light to medium duty towing on highway and off highway on unimproved roads. Justification required.</td>
</tr>
<tr>
<td>25101507</td>
<td>Sport Utility Vehicle, Mid-Size, 4x4 or AWD, Standard Fuel or Alternate Fuel</td>
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<td></td>
</tr>
<tr>
<td><strong>EPA Size Class: Standard Sport Utility Vehicle, 4WD</strong></td>
<td><strong>EPA Size Class: Standard Sport Utility Vehicle, 2WD</strong></td>
<td>Chevrolet Suburban 4WD 4dr Commercial (CK15906), Chevrolet Suburban 4WD 4dr LS (CK15906), Chevrolet Tahoe 4WD 4dr Commercial (CK15706), Chevrolet Tahoe 4WD 4dr LS (CK15706), Chevrolet Traverse AWD 4dr LS (CV14526), Chevrolet Traverse AWD 4dr LT w/1LT (CV14526), Dodge Durango AWD 4dr SXT (WDEL75), Ford Explorer 4WD 4dr Base (K8B), Ford Explorer 4WD 4dr XLT (K8D), Ford Expedition 4WD 4dr XL (U1G), Ford Expedition 4WD 4dr XLT (U1J), Ford Expedition EL 4WD 4dr XL (K1G), Ford Expedition EL 4WD 4dr XLT (K1J), GMC Yukon 4WD 4dr SLE (TK15706), GMC Yukon XL 4WD 4dr SLE (TK15906), Jeep Grand Cherokee 4WD 4dr Laredo (WKJH74), Nissan Pathfinder 4WD 4dr S (25015), Nissan Pathfinder 4WD 4dr SV (25215), Toyota 4Runner 4WD 4dr V6 SR5 (SE) (8664)</td>
<td>Transportation of up to 6 individuals and light and bulk material with light to medium duty towing on highway and off highway on unimproved roads. Justification required.</td>
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<td>25101507</td>
<td>Sport Utility Vehicle, Large, 4x4, Standard Fuel or Alternate Fuel</td>
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