

City-Owned Vehicles**SCOPE**

The series of Administrative Manual policies on City-owned vehicles communicates the City's policies on the purchase, assignment, control, operation, and maintenance of all City vehicles and the responsibilities of all parties involved in these activities. The policies are approved by the Board of Estimates.

POLICIES

The City's vehicle policies have been divided into the following numbered policies and procedures:

AM-501-2, Part I	Training Courses, Driver Permits, Authorizations and Licenses for City- Owned Vehicles
AM-501-2, Part II	Commercial Driver License (CDL)
AM-501-2-1	Obtaining a Driver Permit for City Owned Vehicles
AM-501-2-2	Notification of City Vehicle Policy (form)
AM-501-3	Mayor's Motor Vehicle Freeze Committee (MMVFC) Assigned Vehicles
AM-501-3-1	MMVFC Assigned Vehicles Purchase Request/Vehicle Assignment
AM-501-6	Assigned Vehicles Maintenance/Repairs
AM-501-8	Activity-Assigned Vehicles
AM-501-8-1	Requesting Purchase of Activity-Assigned Vehicles
AM-501-9	Motor Vehicle Rental
AM-501-10	Motor Vehicle Accident
AM-501-11	Vehicle Damage and Malfunction

Other related policies include:

AM-501-12	Use of Communications Devices Prohibited When Operating City Motor Vehicles or Driving Personal Vehicles on City Business
AM-500-01	Smoke-Free Workplace
AM-501-14	Seat Belt Use

ONLINE FORMS

Motor vehicle-related forms are available online within the related policies and will no longer be warehouse-stocked items. Links are in policy numbers, AM-501-3, 501-6, 501-8, 501-10 and 501-11, for the following forms:

- Vehicle Assignment Request (#28-1408-5037)
- Vehicle Payroll Deduction Authorization (#28-1418-5008)
- Vehicle Maintenance Record (#28-1902-5032)
- Vehicle Use Record (#28-1908-5038)

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- Motor Vehicle Accident (#28-1758-5026)
- Vehicle Damage Description (#28-1418-5079)