

COUNCIL/ADMINISTRATIVE POLICY

Subject: Policy and Procedures For The Use Of Vehicles and Related Equipment	Policy No: 10-9	Date: 5/25/2010
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PURPOSE

To establish City policy, procedures, guidelines and conditions for the use of City-owned and privately owned vehicles and related equipment in connection with official City business.

POLICY

When Council or employees, are required to travel by vehicle on City business, a City vehicle will be assigned or reimbursement for the use of a personal vehicle will be made. Vehicles are to be operated in a manner that is lawful, courteous, and safe and in compliance with the procedure set forth below.

I. PROCEDURES

A. Assignment of City Vehicles

Only City Council, City employees including the City Manager and City Attorney (as defined in the Personnel Rules and Regulations) shall operate City vehicles and/or equipment. The City Manager or his/her designee may authorize Department Directors the use or assignment of vehicles and/or equipment.

1. Around-the-Clock Assignment (Take Home)
 - a. The City Manager, or his/her designee, may authorize the around-the-clock assignment of a City vehicle for exclusive use.
 - b. The "typical" criterion for around-the-clock vehicle assignment is the requirement to respond in the assigned vehicle to official after-hours emergencies/assignments at different locations.
2. Department Assignment
 - a. A Department Director, or his/her designee, may authorize the temporary assignment of a City vehicle to an employee for the purpose of carrying out official City business.
 - b. Temporary vehicle assignments are for a limited time period. The duration of a temporary vehicle assignment normally depends on the type of vehicle, its intended use, the duties or task of the employee and/or the circumstances of the assignment. Typically, temporary vehicle assignments are made on a day-to-day basis, but may be for a longer duration

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as circumstances warrant; i.e., training, conferences, seminars
or a City emergency.

3. Use of Private Vehicle For City Business
 - a. The City Manager, or his/her designee, may authorize Council, a Department Director, or his/her designee, may authorize an employee to use their privately owned vehicle in the performance of City business. Private vehicle use is reimbursed at the current IRS rate for actual miles (via the most direct route) traveled for City business. When using a personal vehicle, the Council's or employee's insurance is the primary insurance.

B. Personal Use of City Vehicles

1. Council and employees are limited from using City vehicles for personal purposes, unless such personal use is de minimus and must be approved by the Director. De minimus refers to small, trifling and insignificant personal use that is incidental to business use.
2. Commuting in a City vehicle is a personal use that is considered by the IRS to be a reportable fringe benefit. An employee who has been authorized to commute in a City vehicle shall report the commute as a taxable fringe benefit in a manner required by the City Finance Department utilizing a Vehicle Usage Form located on the City's intranet under City Forms.
 - a. The City of Brentwood has adopted the "Commuting Valuation Rule" {IRS Reg. 1.61-21 (a)} by which the IRS assigns a fixed dollar amount to the commute.
 - b. There are some IRS exemptions for commute travel such as qualified law enforcement vehicles, carpools and vanpools.

C. Requirements of Council and Employees in Operating Vehicles on City Business

No Council member or employee shall operate any vehicle in the course and scope of their term and/or employment, unless the following is adhered to:

1. The Council member and/or employee has a current and valid driver license to operate the vehicle to which they are assigned.

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- a. Any Council member or employee, whose duties include driving on City business, must promptly report the revocation, suspension or other restriction of their driver license to a supervisor and/or Human Resources.
2. The driver of a privately owned vehicle is insured in compliance with the financial responsibility law. (The driver of a City vehicle is covered under the City's self-funded liability insurance). The City Manager, Department Director or his/her designee shall ensure that Council and/or staff, shall submit a copy of their valid insurance policy card and updates to the Human Resources Division. The Human Resources Division shall track insurance policy card validity dates. All policy information will be stored in a secured location.
3. The vehicle is operated in a manner that is courteous, safe, and lawful. All occupants shall be in compliance with safety restraint laws.
 - a. All Federal, State, and local laws are to be observed including but not limited to, the State requirement starting July 1, 2008 that makes it an infraction to drive a motor vehicle while using a wireless telephone, unless that telephone is designed and configured to allow hands-free listening and talking operation, and is used in that manner while driving.
 - b. As required by the California Environmental Protection Agency Air Resources Board, idling limits have been set for all diesel vehicles. All idling shall be limited to no more than five consecutive minutes as per title 13 California Code of Regulations. The limit does not apply to idling when queuing, verifying that the vehicles is in safe operation condition, service or maintenance, or idling required to bring the system to operating temperature.
 - c. Any employee found to have violated this Policy may be subject to formal disciplinary action up to and including termination from City employment. The Council member and/or employee will also be responsible for any fines received in connection with violating this Policy. Council and employees are expected to obey all laws, statutes and regulations regarding the use of a motor vehicle.
4. No posters, signs, decals or advertisements of any form shall be placed upon City vehicles without approval of the City Manager or his/her designee or the Department Director or his/her designee.

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5. City vehicles are to be reasonably inspected prior to operation. Inspections may include, but are not limited to; tire inflation, review gauges, brake pedal resistance, oil and other fluid levels, window visibility, damage, lighting and signals. Employees may perform the inspection themselves or go to Fleet Maintenance for assistance.
6. No animals or pets are allowed in City vehicles except for Police canine.
7. Use of tobacco products and smoking inside a City vehicle is prohibited.
8. Non-employees of the City are not to be transported in City vehicles unless approved by the Department Director. If family members attend local or regional conferences with an employee, the employee may use his/her own personal vehicle for transportation and request mileage reimbursement.
9. Fueling: All vehicles shall be fueled in accordance with their department's procedures.

City employees who use City vehicles (including pool cars) for regular job assignments which take them outside the City limits and beyond the vehicle's fuel range may use a City purchase/credit card. As an alternative, use a personal method of payment and request reimbursement. It is the employee's responsibility to ensure vehicles are fueled and ready for use. No vehicle should be left with less than one quarter of a tank of fuel remaining at any time.
10. No one is allowed to drive a City vehicle and/or equipment under the influence of alcohol or drugs that are either illegal and/or impair ones ability to operate motor vehicles.
11. The driver of a City vehicle who discovers a mechanical defect shall report it for repair. A report is to be submitted and processed in a manner required by their Department Director. If the vehicle appears unsafe to drive, the reporting employee is to immediately take precautions that would reasonably warn or prevent others from driving the vehicle. The employee shall report the information to the Fleet Maintenance Division.
12. Council or employee's who becomes involved in a collision shall immediately, or as soon as practical, report the collision to the law enforcement agency having jurisdiction. Council and Staff shall follow safety guidelines as provided in the Injury and Illness Program as directed in Policy No. 70-1.

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- a. The Council member or employee will request an officer investigate the collision and make a written report. Law enforcement agencies have different reporting policies; therefore, not all collisions will generate a written report.
 - b. A Collision Packet can be found in each City vehicle. The Collision Packet, unless impractical under the circumstances, is to be completed at the collision scene. If you use or discover that a Collision Packet is missing from a City vehicle, you will make a timely request for a replacement packet from Fleet Maintenance.
 - (1) In the absence of a Collision Packet, the Council member or employee will document as much identifying information about the other involved parties, vehicles and witnesses as may be reasonable under the circumstances.
 - c. The Council member or employee shall not comment on fault, assign blame or negotiate.
 - d. The Council member or employee will report the collision as soon as practical to their Department Director or his/her designee, if a Council member, to the Risk Manager, and if a City vehicle, also to Fleet Maintenance.
 - e. The Department Director, or his/her designee, shall report the collision to the following:
 - (a) City Manager
 - (b) Risk Manager
 - f. In the event of injury, employee shall call the Company Nurse to report the injury. If the employee is in an emergency situation, the employee will dial 911.
13. City Vehicles that require towing should normally be taken to the corporation yard, unless another location would be more reasonable given the nature and circumstances of the problem and as determined by Fleet Maintenance. Council/Staff shall contact Fleet Maintenance for a current list of "tow" service providers. Fleet Maintenance and Police Dispatch telephone numbers are on the collision packet located within the glove box compartment. If after hours, contact Police dispatch, who will contact the tow company.

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Police vehicles which have been involved in a collision or determined to be unsafe to drive will normally be moved to the Police Department site for initial evaluation and removal of necessary emergency equipment. This will be accomplished by a tow provider from the current rotational tow list.

If a vehicle is in a collision or accident and becomes classified as "totaled" (a vehicle that will not be repaired as defined by the City's insurer), the City's Risk Manager shall notify the Finance Department of the classification. Funding for the replacement of a "totaled" vehicle or piece of equipment will be addressed on a case-by-case basis. Authorization to replace the vehicle may require City Council consideration and approval.

D. Emergency Response Use (Police Only)

Employees required to respond to emergencies are allowed to take a vehicle home within the definition of emergency response use or other authorized assignments. The vehicles used for emergency response shall be equipped with safety equipment for use during emergency response activity. Marked Police vehicles are prohibited from being taken outside the City limits unless authorized by the Chief of Police or his/her designee.

E. Standby Vehicle Use

Standby use is for those employees on assigned standby who are authorized to temporarily take home specific vehicles equipped with specialized equipment as appropriate.

Procedure to Request Standby Use: The Department Director or his/her designee must approve the positions and vehicles needed for standby.

F. Pool Car Use

Pool cars may not be used overnight or taken home, except under conditions described in Section G, "Occasional Overnight Use."

1. Pool cars intended to be driven over 200 road miles (extended trip) shall first be cleared through a maintenance records check by Fleet Maintenance. Fleet Maintenance will make a determination if maintenance or service needs are required prior to driving the pool car on extended travel.
2. Pool car users must refuel the car after use when the tank is less than a quarter full and are responsible for vehicle interior cleanliness.

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Department Director or his/her designee shall be responsible for assigning staff to regularly have the exterior washed at the local vendor providing this service to the City (contact Fleet Maintenance for the name and location of the current vendor).

3. When a pool car is refueled, the Council member/employee must check the engine oil and coolant level. If the Council member/employee requires assistance to check engine oil and coolant level, he/she may request assistance at Fleet Maintenance.

G. Occasional Overnight Use (Police Exempted)

1. When an unplanned or emergency situation occurs, overnight use of a City vehicle may be permitted. Example: A public transportation or "rideshare" commuter must stay late for an unplanned meeting.
2. When the time and/or duration of an off site seminar/meeting dictates. Example: A Council member/employee must attend an early morning seminar where it is most practical to drive directly there from home and return the vehicle to the City the following workday. The employee must obtain approval of his/her Department Director or his/her designee, Council member from the City Manager or his/her designee. Approval is typically given to an employee by their Director during the review and approval process of the Travel Authorization Form located on the City's intranet under Forms.
3. Pool vehicle use must be scheduled with the department responsible for the vehicle.
4. If an employee is scheduled for a multiple day training or seminar that is approved by the Department Director, a pool vehicle, when available, may be utilized overnight for this type of use.

H. Restrictions

The following policies pertain to employees who receive a car allowance in lieu of exclusive use of a City vehicle.

1. Recipients of a car allowance may not drive or be sole user of City of Brentwood pool cars for business use except on an emergency or occasional basis.
2. Council members/employees receiving a car allowance (not mileage reimbursement) are expected to maintain the vehicle in a safe operating

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condition. The City has the right, at its option, to inspect the condition of the vehicle and if unsafe for City use, to require repair and suspend the full car allowance until the deficiency is corrected.

Council members/employees receiving a car allowance are expected to obey all laws, statutes, and regulations regarding use of a motor vehicle including maintaining automobile liability insurance. The Council members/employees insurance shall be primary to any self-insurance maintained by the City.

3. In the event of an accident involving the use of the privately owned vehicle, while it is being used for City purposes (not including driving on personal business) the policies and procedures in Section I, Item C, Number 12 shall apply (with the exception of Section I c.12.b), however, damage to the Council member's/employee's privately owned vehicle shall be covered by the Council member's/employee's/ personal insurance.

II. VEHICLE AND RELATED EQUIPMENT MAINTENANCE AND REPAIR (POLICE EXEMPTED)

A. Maintenance

All City vehicles and related equipment will be maintained and repaired by the Public Works Department, Fleet Maintenance Division or its contractors.

It is the responsibility of the Council member/employee using any City vehicle, including pool vehicles to check the engine oil and coolant level. If oil or coolant is low, it is to be brought to the attention of Fleet Maintenance. Oil is available at Fleet Maintenance. If a Council member/employee requires assistance either in checking or replenishing fluids, assistance is available through Fleet Maintenance.

Preventive maintenance schedules are established by the Fleet Maintenance Division. Each vehicle/equipment shall be taken out of service upon notification by Fleet Maintenance staff when required by mileage and the necessary service performed. The department which City vehicles and equipment are assigned will be responsible for transporting the vehicle/equipment to and from the Fleet Maintenance Shop. Obtaining the use of another vehicle, if needed, is also the employee's and/or assigned department's responsibility. Arrangements may be made with the department's pool vehicle coordinator.

All vehicles/equipment brought in for repair or service should be in a clean condition before any repair/service work begins.

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B. Repair

1. Mechanical Problems

All mechanical problems must be immediately reported to Fleet Maintenance by service request form located on the City's intranet. There may be special circumstance that would require staff to report issues in person or by phone.

2. Vehicle Damage

All damage to vehicles and equipment incurred by a user, no matter how minor in nature, should be reported as described in Section C, Item 12 Requirements of Council/Employees in Operating Vehicles on City Business. A Collision Report Form shall be completed and sent to the City Risk Manager with a copy to the Fleet Maintenance Division before any repairs will be made or the vehicle/equipment is returned to service. Failure to report accident damage is a violation of this Administration Policy and may result in disciplinary action.

Any existing damage noted by Council or employee should be reported to Fleet Maintenance immediately in order for staff to investigate the cause and check the safety of the vehicle.

3. Towing Services

In the event a vehicle requires towing due to including but not limited to a flat tire, dead battery, major accident, the driver should contact Fleet Maintenance. If after hours contact Police dispatch, who will contact the tow company.

4. City Vehicle Identification

All vehicles shall have City seals on the doors and identification numbers on the front fenders except for Police undercover vehicles and vehicles exempted by permission of the City Manager or his/her designee. All other decals are prohibited unless approved by the Department Director or his/her designee.

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III. REPLACEMENTS AND ADDITIONS TO THE FLEET

The City's fleet represents a significant investment in the tools needed to deliver day-to-day services. This Policy outlines the objectives, responsibilities and procedures for managing the City's fleet.

A. Replacement to Fleet

The Finance Department is responsible for the vehicle and equipment replacement program. The replacement program is based on estimating the useful life of vehicles and equipment with consideration of age, mileage (or hours), and usage. The vehicles and equipment scheduled for replacement are reviewed and analyzed by the responsible department, by Fleet Maintenance for condition, and by Finance for compliance with the equipment replacement program. The Fleet Replacement Criteria can be found in Appendix A of this Policy.

The determination of vehicle size is based on the following general categories as approved by the City Manager or his/her designee.

Full size	Police Officers, (e.g. Ford Crown Victoria with 8 cylinder engine, Tahoe/Expedition) or equivalent.
Mid size	Selected Police (e.g. Lacrosse or Impala with large 6 cylinder engine) or equivalent. Department or division heads where trunk space or other special need are approved (e.g., Ford Taurus, Ford Explorer) or equivalent.
Compact	All other staff and pool cars (e.g., Ford Fusion Ford Escape and Honda Civic) or equivalent.

Pickups, vans, and a variety of specialized trucks and equipment will be replaced with the same size unit unless payload capacities or productivity performance are concerns identified in the review and analysis and such changes can be justified.

Additionally, staff will review and consider vehicles and equipment that can be operated using Alternative Fuel Vehicles (AFV) (including electric) to reduce those exhaust emissions associated with gasoline and diesel powered vehicles. These AFVs will be purchased from the Original Equipment Manufacturer (OEM) as new, versus converting existing or custom building units. The additional cost for AFVs will be identified separately and the useful life will be extended where justified.

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B. Budget Request

1. With each operating budget cycle, the Finance Department, working in conjunction with Fleet Maintenance will compile a list of vehicles and equipment to be replaced. The Finance Department will review the funding and that the vehicle/equipment meets the criteria found in Appendix A. Fleet Maintenance will review maintenance history, operational cost analysis, age and mileage. Equipment turned in after replacement will be sold as surplus as outlined in Section 10 of the Council Administrative Purchasing Policy No. 10-7, unless otherwise recommended by the Department Director and approved by the City Manager and/or identified for use by the City Manager and/or Director of Finance and Information Systems.

List Review

This list of vehicles and equipment shall be received from Finance by October 22 prior to the budget year. The list shall be reviewed, signed by the Division Manager and returned to the Finance Department by November 22. The items that require verification are:

- All vehicles and equipment on the list belong in the fund and are assigned to the appropriate department.
- The remaining useful life is reasonable. The assistance of Fleet Maintenance in this determination is required.
- The replacement costs are reasonable and current as of the date reviewed. The assistance of Fleet Maintenance is advised.
- There are no vehicles or pieces of equipment missing from the list.

The final list shall be reviewed, approved and signed by the Department's Director.

In addition to the list review stated above, periodically, the Finance Department will distribute a list between budget cycles for departmental review. This additional review will provide another opportunity to ensure that the information is current. A copy of the equipment list can be obtained upon request.

Exceptions and Variances

The City Manager, while ensuring sufficient funds are available for vehicles and related equipment replacement, has the ability to adjust the replacement years and rents for equipment when necessary.

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For all other exceptions and variances from what appears on the list will be documented using the Equipment Evaluation Form (EEF), which is completed by the Fleet Maintenance Division. The requesting department will complete an Equipment Replacement Exception Form (EREF) which will be reviewed by Fleet Maintenance and approved by the Department Director prior to being forwarded to Purchasing. Purchasing will review the request and any documentation prior to recommending approval by the Director of Finance. Once approved by the Director of Finance, a copy of the completed EREF will be forwarded to the Fixed Asset Accountant, Fleet Maintenance and requesting department. New information and data will be incorporated into the next available budget update. Exception items would include the following:

- If a vehicle or piece of equipment replacement year is to be extended, a justification must be provided as well as the new replacement fiscal year. This should be identified as early in the life of the equipment or vehicle as possible, and should rarely occur in the replacement fiscal year. The remaining replacement cost will be adjusted to account for the extended period.
- In the event that replacement is required before the identified replacement year, justification must be provided as well as the new replacement fiscal year. This should be identified as early in the life of the equipment or vehicle as possible. The remaining replacement costs will be adjusted to account for the shortened period and paid by the department through departmental operating funds. This replacement may require further authorization by City Council.
- In the event that it is determined that a vehicle or piece of equipment should not be replaced because it is no longer necessary, justification shall be provided and the surplus procedures should be followed. Any rents paid to date will remain a resource of the Equipment Replacement Fund.
- In the event that it is determined that a vehicle or piece of equipment should be replaced with a materially different type of vehicle or equipment, justification for such a change must be provided. In the event that the required vehicle or equipment cost exceeds the value of the item being replaced, the additional cost will be contributed from the appropriate department's operating budget. This replacement may require further authorization by City Council. In the event that the required item

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costs less than the original item, the difference will remain a resource for the Equipment Replacement Fund.

2. Departments wishing to purchase additional vehicles and equipment must submit a vehicle request form during the budget process (forms are provided with the budget packet from Finance).

New or replacement vehicles or equipment estimated to cost over \$100,000 or any significant change to vehicle and/or equipment standards that are not considered a “typical” manufacture change will be reviewed additionally by the Director of the requesting department, the Finance Director and the Director of Public Works, to ensure the justification warrants the cost. This review will occur prior to bid preparation and the recommendation will be forwarded to the City Manager for approval. If approved, the regular purchase process will begin.

C. Specifications

After approval, specifications are developed by a department representative with input and concurrence from Fleet Maintenance. Within the guidelines, standard specifications will be used whenever feasible to facilitate maintenance programs and streamline the bidding process. The City's goal is to purchase equipment from the lowest responsible bidder with consideration of quality, warranty support, life cycle costing, ease of maintenance and purchase in a consistent manner within the Purchasing Policy.

D. Purchase/Surplus

1. All replacement vehicles/equipment will be purchased through the equipment replacement fund and are subject to existing guidelines of the adopted Purchasing Policy 10-7 for the City of Brentwood. Staff will make purchase arrangements through the Fleet Maintenance Division with input from Purchasing. Departments proposing to add new vehicles or replacements of a significantly different type must have the request reviewed by the vehicle fleet committee (Director of Finance, Director of Public Works and Fleet Maintenance).
2. Once a new vehicle or piece of equipment is purchased and the City has taken possession, other than Police vehicles which are equipped at the Police Department site or with a “safety equipment” contractor, the Fleet Maintenance Division will within ten (10) working days, perform necessary “prep work” such as mounting light bars or installing additional safety equipment. Once the vehicle or equipment is ready for

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service, the department will be notified to deliver the replaced vehicle or equipment and pick-up the new one. The new vehicle or equipment will not be released until the replaced vehicle or equipment is surrendered to Fleet Maintenance.

3. In order to provide continual refuse recovery, the following exception to the surplus requirement will be made for the Public Works Solid Waste Division. At any one time a solid waste truck may be inoperable due to scheduled or unscheduled repairs and a “back-up” truck will be needed. As requested by Solid Waste Division and with approval of the Public Works Director and Director of Finance and Information Systems, Solid Waste will maintain back-up trucks at the following rates as the service levels grow:

Residential Trucks – Back-ups will be comprised of 25% of the non-back-up Residential Truck fleet.

Frontload Trucks – One back-up once the second truck is scheduled on a regular basis more than 50% of the time.

Roll Off Trucks – One back-up once the second truck is scheduled on a regular basis more than 50% of the time.

Back-up trucks will be charged for insurance and administration. The trucks will not be replaced. As a Solid Waste truck is scheduled to be surplused an evaluation of the back-ups will be completed. If the evaluation determines that the truck to be surplused is in better condition than the back-up an exception form will be completed to request the surplus truck to be kept and the back-up truck will then be surplused.

4. Police staff must deliver the vehicle to be disposed of within ten (10) days of deployment of the replacement vehicle.
5. Once the new vehicle or equipment has been exchanged for the replaced vehicle or equipment, Fleet Maintenance will arrange for the surplus in accordance with City of Brentwood surplus policy. An Asset Information Form (AIF) will be completed and signed by the Director of Finance and Information Systems prior to sending the item to auction. A copy of the AIF will be sent to the Finance Management Analyst and the Fixed Asset Accountant. The surplus vehicle or equipment should be disposed of within thirty (30) days. Proceeds from the disposition will be considered revenue of the Equipment Replacement Fund.
6. To place a vehicle within the “pool” vehicle category, approval must be obtained by the Director of Finance. An equipment exception form must be completed including a full detailed justification and completed Equipment Replacement Evaluation Form (EREF). The requesting

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department shall obtain all required signatures including the requesting Department Director. The form shall then be submitted to the Director of Finance for consideration. The vehicle shall be in good condition and have a good maintenance history. If the need is warranted and proper justification is provided and approved, upon reclassification to "pool" status, the vehicle will become part of the Vehicle Replacement Program and all associated costs shall apply.

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APPENDIX A

**Equipment Management Division
Fleet Replacement Criteria**

The following serves as general guidelines for replacing vehicles and equipment based on usage, operating costs, and downtime. Adjustments in time or miles will be made to replacement criteria for individual units as conditions and/or necessity warrant.

AUTOMOBILES

Heavy Usage – Compact, Mid-size	6 Years / 100,000 miles
Light Usage - Compact, Mid-size	8 Years / 100,000 miles
Police/ Staff cars	6 Years / 100,000 miles
Police Administration	5 Years / 100,000 miles
Police Undercover	5 Years / 100,000 miles
Patrol Full-size sedans	4 Years / 100,000 miles
Community Service Officer Cars	6 Years / 100,000 miles

LIGHT TRUCKS TO 3/4 TON

Compact/Standard Pickup	6 Years / 100,000 miles
Heavy Usage - Vans/Trucks/Service bodies	6 Years / 100,000 miles
Light Usage – Vans/Trucks/Service bodies	8 Years / 100,000 miles

TRUCKS TO 24K LBS.

Trucks with gas engine	9 Years / 100,000 miles
Trucks with diesel engine	11 Years / 100,000 miles

VARIOUS TRUCKS OVER 24K LBS.

Trucks with service bodies/dump	11 Years / 100,000 miles
Trucks with aerial lifts	11 Years / 100,000 miles

STREET SWEEPERS

4 Wheel sweepers	9 Years / 60,000 miles
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SPECIALIZED VEHICLES / EQUIPMENT

Hybrids – Alternative Fuel Vehicles	6 Years / 100,000 miles
Motorcycles	7 Years / 85,000 miles
Tractors with gas engine	11 Years / 5,000 hours
Tractor with diesel engine	21 Years / 10,000 hours
Solid Waste Trucks	
Residential Single Body Truck & Front Load Truck	8 Years / 100,000 miles
Split Body & Bin Trucks	10 Years / 100,000 miles
Solid Waste Loaders & Roll Off Trucks	9 Years / 100,000 miles
All others	Reviewed every two years

BACKHOES

Backhoe	11 Years / 5,000 hours
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TRACTORS

Small tractors	11 Years / 5,000 hours
Large tractors	11 Years / 6,000 hours

FORKLIFTS

Various models	11-16 Years
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AIR COMPRESSORS AND CHIPPERS

Compressor	11Years / 5,000 hours
Towed chipper	11 Years / 7,000 hours

STANDBY GENERATORS

Generators	16 Years / 5,000 hours
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METERED AND NON-METERED

Miscellaneous equipment, trailers etc.	6 – 16 Years / 5,000 hours
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CLUB CARS/ELECTRIC/LOW SPEED VEHICLES

Alternative Fuel Vehicles	
Club Cars	6 – 8 Years
Electric Cars	6 – 8 Years