

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 4.21

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 3/31/2017

**SUBJECT: CENTRAL FLEET MANAGEMENT
CUSTOMER'S HANDBOOK**

SUPERCEDES:

4.05 12/06/04

4.06 02/15/05

4.07 07/01/04

4.08 12/03/73

4.20 09/29/08

I. PURPOSE

The purpose of this Administrative Regulation is to provide the authority for the Fleet Manager, Central Fleet Management (CFM), and the Fleet User's Group to manage the content and guidelines set forth in Central Fleet Management's Customer's Handbook and to establish the Central Fleet Management's Customer's Handbook as the governing policy for all City employees who use the services of CFM.

II. APPLICABILITY

This Administrative Regulation applies to all City employees who use or operate the City's fleet of automotive, off-road and turf equipment, refueling facilities, and related equipment. This Administrative Regulation hereby repeals:

AR 4.05 (33.1) Use, Storage and Operation of City Owned Vehicles and Equipment;

AR 4.06 Identification of City Vehicles;

AR 4.07 City Vehicle Travel Log Policy;

AR 4.08 (33.3) Receiving and Disposing of Rolling Stock; and,

AR 4.20 Idling Policy for City Vehicles

III. CENTRAL FLEET MANAGEMENT'S CUSTOMER'S HANDBOOK

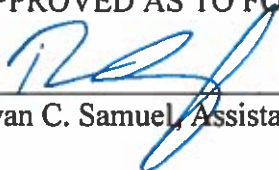
The Central Fleet Management's Customer's Handbook ("Customer's Handbook") provides policy, guidance, and information to City employees who use the services of CFM and is binding on all City employees.

The Fleet Manager working with the Fleet User's Group shall have the authority to amend the Customer's Handbook as necessary. Under the direction of the City Manager, the Fleet Manager is responsible for the daily administration of the city's fleet of vehicles and equipment.

IV. POLICY INTERPRETATION

The Fleet Manager is responsible for rendering official interpretations of the Customer's Handbook.

APPROVED AS TO FORM AND CONTENT:



Ryan C. Samuel, Assistant City Attorney

3-21-2017

Date

APPROVED AND ADOPTED:



James E. Baker, City Manager

3/31/17

Date