

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE**

No.:	1450
Issued:	06/03/2021
Post until:	07/03/2021

SUBJECT: DEPARTMENTAL FLEET VEHICLES

This Directive replaces Directives 1378 *Departmental Fleet Vehicles* issued June 1, 2015, and 1360 *County of Los Angeles Probation Department Fleet Monitoring Global Positioning Satellite (GPS) System Policy* issued June 10, 2014.

Reference: Directive 1262 *Accessing Fuel for Departmental Fleet Vehicles*, Notice 1564 *2008 Law Prohibiting Use Of Hand Held Cell Phones While Driving*, Notice 1594 *2009 Law Prohibiting Texting While Driving*, County Vehicle Policy Chief Executive Office(CEO) 1 issued July 1, 2011, *Handbook for the Reporting of the Personal Use of County-Provided Vehicles*.

PURPOSE

This Directive clarifies policies and provides guidelines governing Probation Department (Probation or Department) fleet vehicles. More detailed procedures pertaining to fleet operations are included in the Fleet Operating Manual.

BACKGROUND

The operation of a fleet vehicle is a privilege and a responsibility. An employee who operates a fleet vehicle is responsible for adhering to all applicable laws, codes, County, and Probation policies. Violations may result in the loss of driving privileges and/or disciplinary action.

GENERAL POLICY

Staff shall maintain their respective appropriate class of valid California Driver License, follow all automotive safety procedures, and utilize all safety equipment when operating fleet vehicles. Staff must observe all driving laws, parking signage and are responsible for any traffic and parking violations while a fleet vehicle is in their control (operating) or care (parking/parked). Vehicles are to be locked at all times when not in use and kept clean. A clean vehicle makes a positive representation of the Department. Staff shall remove all personal items, extraneous paperwork, and debris at the conclusion of each workday's journey.

Probation vehicles are not for personal use or for transporting unauthorized passengers. In addition, smoking/vaping of any kind is prohibited in fleet vehicles.

FLEET VEHICLE CATEGORIES, CRITERIA, AND REQUIREMENTS

Fleet vehicles assigned to the various operations shall be designated for use by staff in support of Department services only, such as to provide services to clients and the public. Each operation is responsible for their respective assigned vehicles, for maintaining a log of each vehicle's use (discussed below), and assigning a Vehicle Coordinator or designee

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 2 of 10

to serve as the liaison between the operation and Fleet Management Services (FMS). The Vehicle Coordinator provides direction, instruction, oversight, data collection and reporting of all matters related to the operation's assigned vehicles.

Pool Vehicle – A vehicle that is readily available for use by more than one staff performing County business. Pool vehicles are assigned and managed by each Bureau. These vehicles are utilized for transporting staff and typically do not have specialty equipment. These types of vehicles may not be assigned to the same employee for more than ten (10) consecutive days without written justification and approval by the Department Head or Chief Deputy.

Each Bureau that is assigned pool vehicles shall utilize a Vehicle Reservation Log (Attachment A) to reserve Department vehicles for use. Each time a Probation staff utilizes a vehicle, they shall complete the required Fleet Vehicle Usage & Pre-Inspection Log (Attachment B). These logs, along with lists of approved maintenance and fueling sites, are available on Probnets under the forms section, Fleet Management forms.

Field-Use Vehicle – A County vehicle that is garaged at a County/government facility and normally has specialized, non-portable equipment or instruments installed, built or modified to carry special materials, or to perform a specific job function for the Department. Some field-use vehicles may be assigned to specific individuals based on a high volume of field work required for a specific position. These vehicles may be assigned to specific individuals via a completed Employee Assigned County Vehicle Agreement form (Attachment C).

Specialized operations (e.g. Transportation) that require the regular daily assignment of at least 15 or more field-use vehicles to operate their program shall keep a record of their vehicle assignments and supporting documentation. These records shall be made available in the event of an audit or as requested by FMS.

Home-Assigned Vehicles – Garaged at specific staff residences. The authority to assign take-home vehicles is exclusively the Department Head's. The parameters for approval for home-assigned vehicles shall be based on operational need, and not determined solely on hierarchy or seniority within the Department. Staff requesting to house a fleet vehicle at their residence shall complete the Employee Assigned County Vehicle Agreement form (Attachment C), obtain the appropriate signatures, and forward the form to FMS.

The issuance of home-assigned vehicles should adhere to the following criteria:

- The employee needs special non-portable equipment/instrument or material to perform primary emergency response duties, and such equipment/instrument or material cannot be conveniently carried in the employee's personal vehicle;
- The employee has primary emergency response duties, and reporting locations are deemed dangerous or inaccessible using a regular passenger vehicle or light truck;

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 3 of 10

- The employee's assignment involves frequent activities conducted during non-business hours at various locations throughout the County; or
- Other department-specific written justifications authorized by the CEO.

The Department shall comply with procedures stated in the Auditor-Controller's [Handbook for the Reporting of the Personal Use of County-Provided Vehicles](#) (Handbook) for all home-assigned vehicles. The Handbook includes maintaining a log for all miles driven in a home-assigned vehicle. Annually, the Auditor-Controller shall calculate the imputed taxable income for an employee's personal use of a home-assigned vehicle.

The authorization for home-assigned vehicles must be obtained every calendar year for continued use of such vehicle. The Employee Assigned County Vehicle Agreement form must be submitted by October 31st of each calendar year to coincide with the annual reporting requirements.

Individuals who drive unmarked vehicles to and from home may be subject to taxation for the commute portion of the vehicle's mileage. Unmarked law enforcement vehicles are qualified nonpersonal use (nontaxable) vehicles only if:

- The employer officially authorizes personal use;
- Personal use must be incident to use for law enforcement purposes (e.g., no vacation or recreation use);
- The employer must be a government unit responsible for crime prevention or investigation; and
- The vehicle must be used by a full-time law enforcement officer authorized to carry firearms, execute warrants and make arrests. The officer must regularly carry firearms, except when it is not possible to do so because of the requirements of undercover work.

Note: Except as defined above for home-assigned vehicles, fleet vehicles shall not be used to supplement in whole or in part for commute between an employee's residence and work location. The Internal Revenue Service (IRS) describes home-assigned vehicle as compensation for which the operator of the vehicle may be liable for income taxes. IRS codes and regulations can be complex, and individuals who are authorized to have a take home vehicle should research their circumstances and the full extent of IRS regulations for potential taxability of their commute miles.

FLEET VEHICLE REPORTING REQUIREMENTS

Fleet Vehicle Usage & Pre-Inspection Log

The Fleet Vehicle Usage & Pre-Inspection Log shall be utilized to account for the location and daily utilization of all Probation fleet vehicles. All sections of the form must be completed for each trip and the log is to be kept with the vehicle for the duration of each

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 4 of 10

month. Staff shall make an exterior and interior inspection at the beginning of each journey, noting any damage or issues on the log. Issues that would affect the safety of the driver or public shall be reported immediately to the Vehicle Coordinator and FMS for repair. Vehicles are not to be used until all safety repairs are completed. The Vehicle Coordinator shall collect and forward the completed log to their respective operation's Director/Manager for review by the fifth day of each month.

Monthly Mileage Report

The Vehicle Coordinator shall complete the Monthly Mileage Report (Attachment D) at the end of each month summarizing the mileage of all the vehicles in their operation and forward the completed report to their respective Director/Manager for review by the fifth day of each month.

The completed Fleet Vehicle Usage & Pre-Inspection Log and Monthly Mileage Report are to be maintained on file by the Vehicle Coordinator for five years and made available upon request by FMS or for audit purposes. In addition, a copy of the completed Monthly Mileage Report shall be forwarded to FMS via email to FleetManagement@probation.lacounty.gov by the 10th of each month.

Location and Transfer of Fleet Vehicles

FMS maintains a database of authorized garaging locations for each fleet vehicle. An employee who utilizes a fleet vehicle shall ensure that the vehicle is returned each day or after each journey to its designated garage site. In order to change garaging location, staff must complete and forward the Vehicle Location Change form (Attachment E) to FMS. The form must be received by FMS prior to changing garaging location.

A written business-need justification is required for any employee who is allowed to regularly park (such as overnight parking) a fleet vehicle at a location which is not the employee's normal work location, but which is more proximate to the employee's residence. Parking a fleet vehicle proximate to one's home (e.g., nearer to home such as a law enforcement station or other government parking lot) without a pre-approved business need may be a taxable event to the employee per IRS regulations.

As noted above, overnight parking locations shall not be established for the convenience of staff or with close proximity to their home unless there is a documented business need. Fleet vehicles shall be regularly garaged at a facility located convenient to County utilization, without regard to the employee's commute. An employee's authorization for garaging a fleet vehicle at another facility may be discontinued at the discretion of their respective management.

The transfer of a fleet vehicle from one operation to another within the same Bureau must be authorized by the respective Directors/Managers, utilizing the Vehicle Location Change form. The completed form shall be forwarded to FMS for processing to ensure Fleet records are updated.

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 5 of 10

Vehicles that are deemed no longer needed by their assigned Bureau shall be remanded to FMS for reassignment or salvaging.

Vehicle reassignment shall be based on operational need and with consideration of any requests for vehicles on file with FMS. FMS will assess available vehicles and facilitate any required modifications based on the needs of each operation. Removal and reassignment of vehicles from one operation to another will be based primarily on Department-wide priorities and the record of the vehicle's recent use.

VEHICLE PREPOSITIONING FOR EMERGENCIES

Each operation is responsible for conducting monthly assessments of their vehicle needs in the event of an emergency and/or evacuation. A critical component of the criteria for determining the number of vehicles needed at the juvenile detention facilities is evacuation of youth and staff. Each operation shall ensure the drivers of vehicles have and maintain the appropriate driver license to operate such vehicles. Each operation shall ensure vehicles are maintained in accordance with policy, fueled, and the vehicle keys are readily available, including designated key storage to facilitate rapid evacuation in the event of an emergency.

FLEET VEHICLE REQUESTS

Requests for new vehicles are the responsibility of each operation and are subject to the normal procurement process. Requests for additional vehicles from existing fleet are subject to vehicle availability and operational need. Requests to add a vehicle to an operation are submitted to FMS via the Vehicle Request form (Attachment F). In the event no vehicle is available, FMS will monitor availability until fiscal year end.

Requests for temporary vehicles shall be made to FMS with at least 48 hours' advance notice. Vehicles shall be returned within 24 hours after the business need concludes.

VEHICLE KEYS

Each Vehicle Coordinator shall ensure a process is in place to track and account for all vehicle keys assigned to their respective operation. Under no circumstances should an employee be allowed to take home vehicle keys for any pool vehicle without a justified business need. The Vehicle Coordinator shall conduct monthly key audits and ensure there is always at least one key available for each vehicle. Lost keys shall be reported to FMS, within 48 hours, along with a Special Incident Report so replacement keys can be ordered.

VEHICLE AUDITS

In conjunction with Management Service Bureau's Asset Management Unit, FMS shall conduct bi-annual audits of each operation with assigned vehicles. Each audit will result

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 6 of 10

in the distribution of a report of findings that will be provided to the applicable Deputy Director for follow-up. The audit will consist of:

- Review Vehicle Reservation Log to ensure pool vehicles are made available to staff;
- Ensure vehicle assignment matches information on file;
- Ensure fleet vehicles are in good working condition and free of damage;
- Ensure Vehicle Coordinator is conducting monthly key audits;
- Review Vehicle Usage & Pre-Inspection Logs to ensure logs are completed and reviewed by management;
- Review Monthly Mileage Reports to ensure mileage is being reviewed by management; and
- Confirm accident reporting documents are in each vehicle.

Audits shall be scheduled through the Vehicle Coordinator to ensure their respective records and vehicles are available at the time of the audit. Distribution of audit results will include the operational Bureau Chief and Deputy Director.

ALTERATION TO FLEET VEHICLES

Probation staff are prohibited from making any alterations to fleet vehicles. Prohibited alterations include, but are not limited to: audio equipment, window tinting, lights, placement of decals or other cosmetic attachments, and changes to the engine/performance of the vehicle. The removal of seats from 12 or 15-passenger vans in an attempt to meet the staff's driver license classification is also prohibited. A Class B driver license is required for passenger vans originally manufactured with a seating capacity of more than 10 persons. Removing seats does not overcome the Class B requirement.

Any alteration to fleet vehicles requires a written justification and preapproval from the applicable Bureau Chief, with a final review and authorization from FMS. Alterations shall be coordinated through FMS and completed by ISD.

FLEET VEHICLE TRAVEL AND USE RESTRICTIONS

It is at the discretion of the Department Head to allow staff to utilize a fleet vehicle to conduct official County business in nearby counties (Reference: Los Angeles County Code: 5:40.120). Staff who travel to a nearby county in a fleet vehicle on official County business shall notify their Director and provide information on the specific location to which they travel and the nature of the official business.

GLOBAL POSITIONING SATELLITE TRACKING SYSTEM

Global Positioning Satellite (GPS) devices that are installed on specific Probation fleet vehicles enhance employee safety by providing a means to monitor the location and status of vehicles while they are used for Department services. In addition to real time information, the GPS tracking system allows monitoring of archived vehicle information

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 7 of 10

such as location, speed, and other information related to operational status of fleet vehicles.

Access to the GPS tracking system is limited to FMS and restricted to a legitimate business need to access vehicle information. The ability to generate reports or produce data related to the operation of fleet vehicles is the responsibility of FMS. Requests for GPS information and/or reports shall be made directly to the Fleet Manager to ensure records are correct and remain confidential.

Reports may be used at the discretion of the Department to monitor the appropriate utilization and operation of vehicles, and can be used as basis for disciplinary action. Requests for reports in connection with formal departmental investigations shall be coordinated through the Department's Internal Affairs section.

FLEET VEHICLE MAINTENANCE

Consistent fleet vehicle maintenance assists in supporting operational efficiency, reduces overall repair costs, and supports safety for both staff and the public. The three vehicle maintenance components are:

- 08-Vehicle Inspection for passenger vans due every 45 days;
- Basic Inspection of Terminals (BIT) for heavy trucks, heavy cargo vehicles, and buses due every 90 days; and
- General Preventive Maintenance (PM) required for all vehicles every six months or 5,000 miles, whichever occurs first.

Each operation is responsible for monitoring the maintenance of, as well as the record keeping for, their assigned vehicles. To assist with facilitating maintenance compliance, FMS will provide monthly reports to each operation's Vehicle Coordinator identifying vehicles that are due for their scheduled service.

ABANDONED VEHICLES

Vehicles that appear abandoned, unused/or seldom used, or overdue for maintenance by more than 60 days may be driven or towed at the discretion of FMS to the nearest ISD maintenance garage for service. Advance notice will be provided to the applicable vehicle liaison. Such vehicles may be deemed unsafe for use, as the functional integrity of the vehicle may be compromised. Vehicles identified in this category may be subject to reassignment at the discretion of FMS.

UNDERUTILIZED VEHICLES

Vehicles are considered underutilized if driven less than 5,000 miles or 50 substantive times annually. Such vehicles should be returned unless justified based on operational requirements. FMS shall conduct periodic utilization assessments of its fleet and identify

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 8 of 10

vehicles that do not meet utilization guidelines. These vehicles are subject to reassignment by FMS as appropriate based on operational needs. Reports of underutilized vehicles will be provided at least quarterly to all Deputy Directors for consideration of reassignment. A single location with multiple underutilized vehicles will be considered for consolidation of the location's pool vehicle fleet.

DAMAGE AND ACCIDENT REPORTING

If a vehicle becomes damaged or involved in an accident, staff is advised to follow the following procedures:

- 1) Exchange insurance information with the other party or parties by showing the Notice of Self-Insurance that is provided within each vehicle. Do not admit to fault or liability;
- 2) Within 24 hours of the accident, contact Carl Warren and Company, the County's claim administrator, at (818) 247-2206 to inform them of the accident. In addition, contact shall be made to FMS at (323) 226-8828 to inform them of the accident for follow-up and tracking of the vehicle; and
- 3) Within three business days of the accident, complete the County of Los Angeles Report of Vehicle Collision or Incident form and submit the completed form to your supervisor. Copies shall be forwarded by the supervisor to the Department's Risk Management section and FMS.

Vehicle Coordinators shall ensure the County of Los Angeles Report of Vehicle Collision or Incident form and Notice of Self-Insurance are kept in each of their respective operation's assigned County fleet vehicle's glove compartment, at all times. A copy of these forms can be obtained from FMS.

FUELING OPTIONS

Staff shall refer to Directive #1262, *Accessing Fuel for Departmental Fleet Vehicles* for procedures to request and access fuel for departmental fleet vehicles.

TOW REQUEST PROCEDURES

To request a tow, contact the Department's towing contractor, City Terrace Towing (800) 262-8059. Please be able to provide the following information available when placing your call:

- The vehicle number;
- The vehicle license number;
- The vehicle's make, model, and color; and
- The location of the vehicle.

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 9 of 10

Staff contacting the towing contractor shall wait for the tow truck to arrive. If it is not safe to wait by the vehicle, advise the tow service of the location where you will be waiting.

If you are able to resolve the vehicle issue after having called for tow service, call back immediately to cancel the request.

In most cases, the vehicle will be towed to the nearest assigned contractor repair location. However, under special circumstances the vehicle may be towed to the nearest repair location (e.g. nearest dealership) regardless of the contractor assignment.

You may ride with the tow truck driver to the location where the vehicle is being towed. If a pool vehicle is available at that location, you may be able to check it out to continue your business. However, if you do not wish to ride in the truck or a pool vehicle is not available, it is your responsibility to consult your supervisor and make other arrangements.

In addition to towing Department fleet vehicles, the towing contractor will also respond to the following service calls:

- Open fleet vehicle due to lockout.
- Install spare tire in the event of a flat tire.
- Provide up to five (5) gallons of emergency fuel.
- Winching out due to vehicle stuck in ditch, sand, or mud.

The towing contractor is mandated to respond to the service call within one hour of any of the above-detailed requests being made.

MOVING & NON-MOVING VIOLATIONS

The Department assumes no responsibility or obligation to pay for any citations issued for a moving or parking violation(s) while operating fleet vehicles. All fines and costs associated with the citation are the responsibility of the employee.

USE OF ELECTRONIC DEVICES

California law bans use of handheld cellular telephones or any other handheld communication device while driving.

DMV PULL NOTICE PROGRAM

Probation's Employer Pull Notice (EPN) Program will be utilized to promote driver safety through the ongoing review of driver records to monitor for safe driving practices and ensure that staff maintain valid licenses.

Once an employee is enrolled in the Program, management will be notified if there is a change in an employee's license status including moving violations, driving under the

PROBATION DIRECTIVE
DEPARTMENTAL FLEET VEHICLES
Page 10 of 10

influence, revocation of license, or if other adverse activity appears on their driving record. Dependent upon the severity of the matter, Probation Internal Affairs and/or Professional Standards will be notified.

The Pull Notice Program is a recommended practice by County's CEO – Risk Management Office and is adopted by the Probation Department.

Questions or concerns regarding this Directive should be directed to FMS at (323) 226-8828 or via email at FleetManagement@probation.lacounty.gov



Adolfo Gonzales
Chief Probation Officer

Attachment A

Month/Year: _____

Contact Number: _____

[illegible]

Attachment B

LICENSE PLATE #: _____

[illegible]

Signature

REV. 07/2020

**PROBATION DEPARTMENT
FLEET MANAGEMENT SERVICES
FLEET VEHICLE USAGE AND PRE-INSPECTION LOG**

MONTH/YEAR: _____

BUREAU/OPERATION : _____

VEHICLE #: _____

LICENSE PLATE #: _____

THE FOLLOWING VEHICLE ITEMS SHALL BE CHECKED PRIOR TO THE START OF EACH TRIP TO ENSURE ITEMS ARE IN WORKING CONDITION AND/OR AVAILABLE IN THE EVENT OF AN EMERGENCY. PLEASE COMPLETE THE REVERSE SIDE INDICATING THE PRE-INSPECTION WAS CONDUCTED AND NOTE ANY ISSUES FOR FOLLOW-UP BY THE VEHICLE COORDINATOR/FMS.

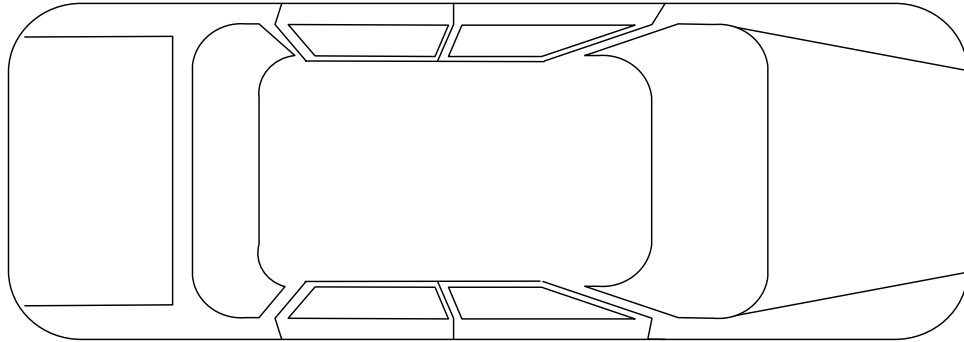
EXTERIOR:

Tire Condition & Pressure
Lights and Turn Signals
Body Damage
Side Mirrors
Window and Windshield
Hazard Lights

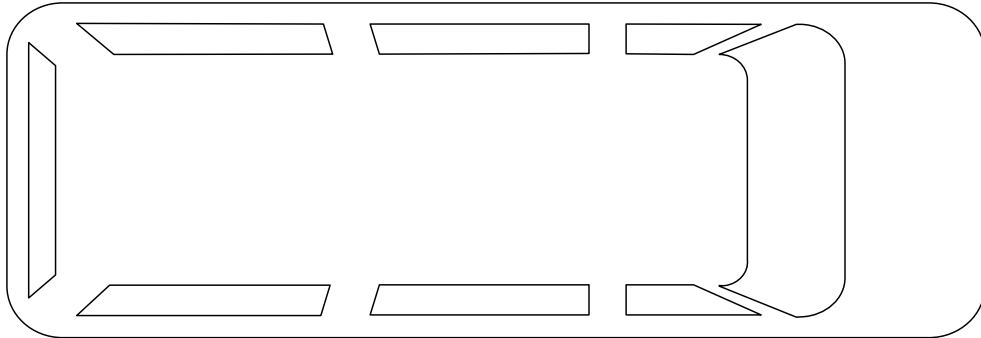
INTERIOR:

Seat Belts
Windshield Wipers
Jack and Emergency Equipment
Fire Extinguisher
First Aid Kit
Rear View Mirrors
Horn
Accident Reporting Packet

BACK



FRONT



ANY DAMAGE AND/OR CONCERNS THAT MAY AFFECT THE SAFETY OF THE STAFF OR PUBLIC SHALL BE REPORTED TO THE APPLICABLE MANAGER AND FMS BEFORE VEHICLE USAGE.

**PROBATION DEPARTMENT
FLEET MANAGEMENT SERVICES**

EMPLOYEE ASSIGNED COUNTY VEHICLE AGREEMENT

IN THE INTEREST OF SUPPORTING COUNTY OPERATIONS AND EFFICIENT USE OF RESOURCES, VEHICLES MUST BE READILY AVAILABLE FOR ALL EMPLOYEES. THIS FORM MUST BE COMPLETED IF: 1) A VEHICLE IS GARAGED AT A FACILITY OTHER THAN AN EMPLOYEE ASSIGNED WORK LOCATION OR 2) A VEHICLE IS ASSIGNED TO AN EMPLOYEE FOR MORE THAN TEN (10) DAYS (REFER TO FLEET MANAGEMENT DIRECTIVE _____ SECTION FLEET VEHICLES CATEGORIES, CRITERIA AND REQUIREMENTS). CHIEF PROBATION OFFICER APPROVAL IS REQUIRED FOR ALL HOME ASSIGNED VEHICLES.

FLEET MANAGEMENT SERVICES SECTION ONLY				
Vehicle Number: _____	Date Vehicle Assigned: _____	Mileage: _____	Agreement Expiration Date: <u>10/31/</u> _____	
A. ASSIGNED EMPLOYEE: _____				
Employee Name	Employee #	Title		
Work Location	Contact Number	Requested Date		
B. ORGANIZATION:	C. VEHICLE INFORMATION:	D. REQUEST:		
Department: <u>Probation</u>	Vehicle License Number: _____	☐ County Use Only		
Bureau: _____	Make/Year: _____	☐ Home Assigned		
Fund Org: _____	Model: _____			
E. VEHICLE GARAGING INFORMATION:				
☐ Employee Assigned Work Location ☐ Home ☐ Other Facility (Name) _____ If vehicle is parked at a facility other than the employee's assigned work location.				
Address: _____		City: _____	Zip Code: _____	
Miles from Home to Work Location: _____		Miles from Home to Garaging Location: _____		
F. VEHICLE ASSIGNMENT JUSTIFICATION: _____				

G. AGREEMENT:				
1. I have read and agree to abide by the County of Los Angeles Auditor-Controller Handbook for the Reporting of the Personal Use of County-Provided Vehicles and the Department's fleet vehicle policy. 2. I will return my vehicle and keys to my immediate supervisor or designee upon; request, change in assignment or agreement expiration.				
My signature represents acknowledgement that I understand the County and Department's vehicle policy. I agree to comply with all applicable vehicle policies and understand that violation of the policies may be cause for disciplinary actions.				
Employee:	_____	_____	_____	
	Print Name	Signature	Date	
H. REVIEWED AND APPROVED BY:				
Director:	_____	_____	_____	_____
	Print Name	Signature	Date	Contact Number
Bureau Chief:	_____	_____	_____	_____
	Print Name	Signature	Date	Contact Number
Admin Deputy, Asst. Chief or Deputy Chief:	_____	_____	_____	_____
	Print Name	Signature	Date	Contact Number
Chief Probation Officer: (Home Assigned)	_____	_____		
	Signature	Date		

**PROBATION DEPARTMENT
FLEET MANAGEMENT SERVICES
MONTHLY MILEAGE REPORT**

ATTACHMENT D

Reporting Month/Year: **Operation:** **Prepared By:**

	Vehicle #	Beginning Miles	Ending Miles	Total Miles	Comments (i.e. New vehicles, transfers, accidents, unplanned maintenance, scheduled maintenance, salvaged)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

Total miles driven by all vehicles at this location:		
---	--	--

	<i>Note: When adding a vehicle to your fleet include a note under the comments section of this form that indicates that the vehicle is new and add the delivery date. If the vehicle is a transferred vehicle add a note under the comments section indicating where it was transferred to and the date of transfer. The transfer comment should remain on every report until the end of the fiscal year.</i>
Director/Manager (please print above)	
Signature	
Date (please print above)	

Please submit the completed Monthly Mileage Report form to FMS at FleetManagement@probation.lacounty.gov

**PROBATION DEPARTMENT
FLEET MANAGEMENT SERVICES
VEHICLE LOCATION CHANGE FORM**

Attachment E

☐ Operation Transfer

☐ Garaging Change

Vehicle # _____

Plate # _____

Year/Make: _____

Model: _____

Is this an assigned vehicle Yes* _____

No _____

FROM

Current Assignment/Parking Location: _____

Current Bureau/Operation: _____

Mileage : _____

Effective Date: _____

Approved by Director/Manager: (Print) _____

(Signature) _____

TO

GARAGING LOCATION CHANGE

New Parking Location's Address: _____

Location Contact Person: _____

TRANSFERING A VEHICLE

New Operation: _____

Contact: _____

Phone #: _____

Address: _____

City: _____

Received By: (Print) _____

(Signature) _____

Copy: Vehicle File
Fleet Management Services

*Per policy, vehicle garaging assignments shall not be made to supplement in any part the commute to work for an employee.

**PROBATION DEPARTMENT
FLEET MANAGEMENT SERVICES**

Attachment F

VEHICLE REQUEST

TYPE

Sedan: _____ Van : _____ Truck: _____ Bus: _____ SUV: _____

Transportation of Probationers: Yes _____ No _____

Bureau: _____ Operation: _____

Justification: _____

List All Vehicles In Operation

(use other side if necessary)

UNIT #	YEAR	MAKE	MODEL	TYPE	MILEAGE	COMMENTS

Per Board of Supervisors Policy Manual # 3.020 - Clean Fuel-Sustainable Fleet Vehicles are considered underutilized if driven less than 5,000 miles a year.

Requested by: Name/Title (Print) _____

(Signature) _____

Reviewed by: Director/Manager (Print) _____

(Signature) _____

FLEET MANAGEMENT SERVICES USE ONLY

Date Received: _____ Info Verified: Y N Vehicle Assigned: Y N

Reviewed by: _____ Date: _____

Reason: _____

Attachment F

[illegible]