



**City
of
Milwaukee
Department
of
Public Works
Operations
Division
Buildings
& Fleet
Services**

SECTION "ONE"

FLEET REPORT

"DPW RESPONSE"

RE: RECOMMENDATIONS FROM COMPTROLLER'S AUDIT
DATED AUGUST, 2004

CC FILE 040738

May, 2005

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REPORT 1

Response to Comptroller's Audit

August, 2004

Report responds to 12 major recommendations by the Comptroller's office based on the Fleet Services audit conducted in 2004 (7 pages)



Recommendations from Comptroller's Audit Dated August 2004 That Need Response
by DPW to Comply with CC File 040738

1. Assign DPW Fleet Services full authority to manage the City's fleet.

Currently, DPW-Fleet is responsible for maintaining and servicing the DPW fleet (including the Water Works). Fleet Services also provides services to the Police Department, Milwaukee Public Library, Police Department, Sewer Fund, Water Works, and the Parking Checkers are billed for any services provided. Fire Department and DCD act independently. (See Exhibit A)

Changing the current system to include additional departments is expected to result in an initial cost to enter data, creation of new reports, accounting system enhancements, possible costs to expand the fleet management system and the computer hardware.

It is to be pointed out that in early and mid-nineties, Fleet Services which was then called "Municipal Equipment" was an Internal Service Agency. The concept was changed in the late nineties and an operating division was created with an intent to reduce accounting and billing costs. Managing the City's fleet from one central department would require a consolidation to create a new reorganized accounting and support system. Additional staff would be required to manage the system, even though repair and maintenance work could be carried on at various garages.

If a policy decision is made to increase the centralization of the City's vehicle purchasing function, DPW will work with the Comptroller's Office, the Department of Administration, and any non-DPW agencies to deliver cost effective services and to support the long-term interests of the City.

To Centralize or Decentralize

Centralization Rationale

- One platform type (hardware, database and software) and vendor makes it easier to maintain and provides one source accountability
- Access to all personnel, all locations
- All personnel on same "sheet of music"
- One time data entry input
- Upgrades easier to complete
- Eliminates duplication and lessens "silo" effect, particularly if implementation is planned well

Pitfalls

- Being all things to all people, is this really possible?
- Prioritization issues (what should be first, second, etc?)
- Time to implement very long

- Very expensive
- Human resource expense very high
- Compromises by all results in no one getting what they really need

Rationale for Decentralization

- Program better fits operational needs
- Less expensive
- Faster implementation
- Promotes ownership of information and resulting accountability
- Easier to customize
- Benefits of "off the shelf", many other people using same software

Pitfalls

- Definition of interfaces sometimes difficult
- IT expertise and cooperation
- Vendor stability

CCG SYSTEMS, Inc. 612 Colonial Avenue, Norfolk, VA 23507

2. Survey fleet management practices of comparable organizations.

A survey was undertaken in early 2005 and information collected from 20 cities. Some municipalities only provided partial data. The following represents a brief summary of findings:

- Of the 20 respondents, half represented much lower populations and smaller square mile areas. Population range 166,179 to 950,000 and areas 25 sq. miles to 500 sq. miles.
- Certain key information was not provided
- Survey data did not provide conclusive guide for best management practices
- It was not clear if the labor rates were fully burdened or included all indirect costs
- Based on the thirty-four questions asked, Milwaukee Fleet was found to be in agreement with 23 practices, or in other words operated similar to a majority of the respondents
- Survey provided help in determining that vehicles with less than 3600 miles/year should be considered underutilized based on city area served

Survey was considered not conclusive, although Milwaukee Fleet was found to be following the norm of the group surveyed. In coming months, we plan to identify cities that match up best with Milwaukee Fleet Operations and further investigate benchmarking opportunities. (Survey attached/ See exhibit B&C)

3. Develop a Vehicle Usage Policy and Procedure Manual.

The department has recently developed a passenger vehicle usage policy and guideline. The department issued utilization reports to all departments for a period of one year and an average usage for three years. (See exhibit D)

Fleet service has collected all available policies and safety procedures called "Policy and Procedure Manual". This manual is being reviewed by fleet management and is in the process of being updated. The revised manual will be available and distributed to all user departments by August 2005. Department will review usage criteria annually. (See exhibit E).

4. Conduct a study to reduce the fleet size for the 2006 budget.

A passenger vehicle utilization report was sent to all departments with a recommendation to turn in all underutilized vehicles. The central pool of cars located at the Municipal building Garage in the Upper Parking is being adjusted to meet the additional needs of the users. Similarly, the passenger vehicle pool at the central garage has been strengthened to assist user departments in case of emergencies or to ensure that the drivers with long term repair needs are not kept waiting.

As of April 26, 2005 one hundred and four passenger vehicles have been identified as surplus inventory for disposal at the upcoming auctions.

Vehicles and equipment previously replaced but not turned in for disposal (creep vehicles) were identified and user departments have been asked to turn these surplus equipment to the fleet department for disposal.

All heavy equipment will be reviewed by placing them in major categories. Utilization, Age and seasonal needs will be analyzed. Proper quantity will be determined and equipment considered surplus will be sold thereafter using procedures to maximize salvage value. (Sample of one category of trucks attached) (See exhibit F)

Affordable replacement cycles will be created in co-operation with the budget office and the most appropriate and critical equipment will be requested for purchase in 2006.

5. Prepare an Annual Fleet Management Utilization report to the Mayor/CC.

A previous year's utilization report will be submitted to the Mayor/CC by August First, Annually. A sample report is attached. The report will cover a period of January 1st of the previous year to December 31st. (See exhibit D)

6. Implement minimum mileage and preventive maintenance policies.

An internal staff team is in the process of reviewing existing preventive maintenance procedures and developing a report. This report and the new preventive maintenance manual will be completed by June 30, 2005. The manual will include preventative maintenance check sheets, procedures and policies based on minimum mileage/ engine hours and the type of usage. A copy of this manual will be issued to all user departments so that they understand their responsibility of making vehicles available on a timely basis for the needed preventive maintenance. A report will be produced

annually to evaluate PM program compliance rate. Fleet anywhere system will need to be enhanced to produce crystal reports.

Once a new fuel management system is installed, fuel system will be utilized to trigger PM frequency based on utilization. The current fuel system does not communicate well with the Fleet Anywhere information management system.

Currently fleet service handles preventative maintenance to most departments but not all. Fleet has no authority over Fire Department and DCD owned vehicles. Fleet offers advisory service to the Police Department and provides data for all police vehicles. Preventative maintenance for Police Vehicles is performed by the private sector.

7. Charge vehicle usage at full cost, including depreciation.

Fleet service has undergone various accounting procedures and methods to charge user departments and funds. We would welcome any suggested changes to these procedures as approved by the budget office and the comptroller's office. DPW will work with Budget office, Administration and any affected department or agencies to determine if modifying the current system is in the best interest of the city.

8. Examine vehicle repair and downtime data.

An annual report measuring Fleet availability and Downtime will be prepared and available to evaluate the overall readiness and fleet program effectiveness. Since keeping vehicles on the road is the essential purpose of a fleet service organization, the rate of fleet availability is perhaps the king of all fleet program performance measures. The fleet availability performance by a class of vehicles (such as police squad car, refuse truck etc.) will be captured and analyzed using established targets for each class. Age of the fleet and the mix of the vehicle types will have a major impact on the performance that the fleet service organization can attain. Staff will be working with Maximus Company to evaluate and enhance Fleet Anywhere information management software.

9. Explore personal vehicle reimbursement and leasing alternatives.

The Commissioner of Public Works has established a new take home vehicle policy. DPW staff, who no longer has assigned vehicles, will have the authority to obtain reimbursement. (Take Home policy, see exhibit G)
Vehicles may be rented to meet seasonal needs.
Leasing of vehicles was evaluated about 5 years ago and not considered economical. This option has not been studied recently.

10. Consider separate fleet budget.

Fleet Services are budgeted as a single BCU. In 1996, Fleet was combined with Facilities section to reduce administrative overhead. If, the policy decision as suggested in response to Q.1 is implemented, DPW will work with Budget office, Administration and other non-DPW agencies to help modify the budget reporting system.

11. Standardize and document vehicle maintenance.

As suggested by the audit, this item has already been implemented and the vehicle preventative maintenance procedures are now standardized. The mechanics and technicians for the heavy equipment maintenance and light vehicle maintenance use a standardized approach in performing preventative maintenance and fill out check sheets after completing maintenance. (Preventive maintenance checksheets attached. (See exhibit H)

12. Develop and report fleet management indicators.

As fleet operations are being asked to perform to a higher standard of efficiency, fleet performance and management indicators become key to achieving the needed results. Fleet Anywhere (fleet management software) is being utilized to capture repair and use data.

To monitor financial and operational performance indicators, enhancements will be required to FA (fleet anywhere) system. In addition, payroll information could be obtained from the FMIS to work hand in hand with the FA in creating the reports. Attached, please find a report "TOP 10 PERFORMANCE MEASURES" as advocated by the American Public Works Association. A nationally recognized team of fleet

mangers, including some that serve on the National Fleet Technical Committee developed these performance measures. (See exhibit I)
Included in exhibits is chapter 17, "Equipment and Fleet Management", suggested good practices from the APWA Public Works Management Manual. (See exhibit J)

To develop and implement some of these indicators that apply to the City of Milwaukee's fleet, it is believed that there are three potential sources for utilization data:

- 1) basic asset data from fleet management information system(Fleet Anywhere)
- 2) fuel transaction data from an automated fuel dispensing system (city of Milwaukee's fuel system is outdated and in need of upgrade/and-or/replacement to integrate with fleet anywhere information system)
- 3) employee time records and financial data from FMIS

It is suggested that a team be formed of representatives from Budget Office, Comptroller's Office, and Fleet Service to evaluate which performance measures should be implemented and how can the data be obtained and integrated to produce the performance measures.

May, 05

REPORT 2

Response to DPW/Fleet Management Study

March, 2005

Report responds to 18 recommendations highlighted in the DPW/Fleet Management Study used in March, 2005 (5 pages)

Recommendations from March 2005 DPW Fleet Management Study That Need Response in Conjunction with the Comptroller's Audit and CC File #040738

- 1. Establish a passenger vehicle usage bench mark of 300 miles/month (3,600 miles/year) and reduce the fleet size accordingly.**

The 3600 miles/year benchmark has been established based on the findings of the survey. Departments were provided average usage of vehicles for the past three years. 104 vehicles were identified as underutilized and departments have been contacted for possible sale/disposal of these vehicles in the upcoming auctions.

- 2. Require that all City motor equipment be purchased through Fleet Services with subsequent accurate record keeping.**

Currently, DPW manages the purchase of vehicles for all City departments except the Fire Department and the Housing Authority. For Police, DPW purchases vehicles (not motor cycles) without any decision over specifications, funding, or quantity. Further centralizing management of vehicle purchasing would require additional resources for recordkeeping, preparation of specifications, maintenance of performance indicators, vehicle utilization reports and replacement schedules, and billing. Additionally, further centralization managing vehicles could reduce the flexibility and specific attention afforded by decentralized management of vehicle purchases for distinctly different service areas such as Police and Fire services. If a policy decision is made to increase the centralization of the City's vehicle purchasing function, DPW will work with the Department of Administration and other departments to implement a cost effective consolidated system.

- 3. Sell under-utilized surplus equipment.**

One hundred and four light vehicles have been identified as underutilized and departments are working with fleet service for disposal of these vehicles in future auctions.

Forty pieces of equipment with a minimum replacement value of \$50,000 were identified as surplus due to the fact that new equipment was already put in service while the replaced equipment was still in user department's possession or in fleet inventory. This practice is also referred to as fleet creep. The identified equipment will be sold in upcoming auctions.

Department is evaluating certain other "Heavy" equipment where the utilization has been reduced due to program changes and/or the poor condition coupled with low usage does not warrant keeping e.g.

Automated Garbage trucks (4): Due to a change in refuse collection to "combined collection", sanitation department has recently advised fleet service that the equipment will no longer be needed.

Gradall (1) Staff evaluating the use, cost and downtime for all gradalls to decide if can be considered surplus. Gradall use supports as many as 20 workers and out of service can be very costly. This type of equipment cannot be easily rented during construction season.

Cable crane (1): Poor condition, rental available for special projects.

Wrecker, tow truck (1): Underutilized. In case the other truck is out of service, private vendors are available for support.

(See Q.4 comptroller's Audit)

4. Replacement program emphasis on lowering the age of refuse trucks, particularly rear flipper trucks.

Several reports over the past 15 years have suggested that the City Of Milwaukee fleet is aging and accelerated replacement and funding is critically needed. In 2002, the budget office changed the method of funding for equipment costing \$50,000 and above. Larger equipment has since been funded using capital program, injecting the much needed life to the City's aging fleet. Fleet service works closely with budget office in replacing the most critical equipment based on affordability, age, condition and cost of repairs. Since 2000, 48 new flipper trucks have been purchased with funding for 10 more approved in 2005 budget.

5. Reduce the take-home vehicles being taken home at night.

Commissioner of Public Works recently changed the take home vehicle policy, which reduces the take home vehicles from 75 to 9 year around and 25 seasonally.

(See exhibit G)

6. Establish a pool of vehicles at the ZMB (and other locations) to serve multiple departments/divisions.

An appropriate pool is being established at the ZMB to serve the many departments that are planning on turning in under utilized vehicles. The pool will be adjusted to meet the changing seasonal needs. Similarly the other pool at central will monitor the daily use closely. At ZMB, cars will no longer be assigned to various design sections of the Infrastructure, e.g. traffic, street, lighting etc. Instead a single pool for all employees reporting to the city engineer will utilize an infrastructure pool thus reducing the number of vehicles from 14 to 9.



7. Reduce the number of salter/plow trucks by 14 old units.

The report did not clearly reflect the fact that fleet service is waiting to auction off the many old trucks in the spring auction. It takes up to a year to put the salter/plow truck in service after purchase due to the fact that the chassis is sent to another vendor for installing hopper and controls. Therefore, the actual trucks in service and in the fleet anywhere system, show a variance. Based on the expected compliment from the sanitation department to handle snow and ice, department believes to have the appropriate number of trucks in its fleet. Newly purchased trucks are utilized during the winter, and old ones are kept on hand until spring, and then sold off in the spring auction. This process repeats yearly.

8. Establish a damage and abuse program to charge user departments for abnormal wear and tear repairs.

DPW has a very strict accident and damage review policy. A committee to establish if the damage was avoidable or non-avoidable reviews all incidents and reported damages. Committee's recommendation is submitted to the department for taking the appropriate disciplinary action.

Currently a department is not charged for the cost of the damage. Under current policy, cost of all repairs including damage is funded in fleet services. Charging user departments for abnormal wear and tear would require that vehicle usage be funded in department budgets.

9. Install hour meters on all trucks/equipment above two (2) tons.

All new heavy equipment comes equipped with odometer and hour meter, as a multifunction of the digital meter. 95% of the older heavy and construction equipment is believed to have both odometers and hour meters.

The team working on reviewing preventive maintenance is evaluating the best method to capture the odometer and the hour meter readings and to install hour meters in the remaining equipment. Even though the current preventive maintenance includes estimated engine hours in establishing the frequency of maintenance, having accurate record of engine hours and mileage will enhance preventive maintenance program.

10. Reduce overtime at Fleet Services by 25% during the next 12 months.

Overtime in fleet services is made up of emergency repairs, customer requests and Snow and Ice coverage. Some of the overtime is a function of aging fleet and as age of equipment declines, overtime for demand maintenance will be reduced. We are analyzing overtime charges, and will be in a better position to report overtime reduction plan by the time the 2006 fleet utilization plan is prepared. Currently overtime for Ice and Snow related coverage is not separated from other overtime. In 2004 overtime for fleet repairs section cost \$385,472 which represents 3% of total fleet repairs budget of \$12,132,126.

- 11. Enhance the preventive maintenance program to reduce unscheduled repairs over the next two (2) years by 10%.**

See response to Q.6 in Comptroller's Audit Report

- 12. Maintain a multi-year replacement schedule to smooth out the annual budget for equipment replacements.**

DPW intends to work with the budget office to develop an affordable and appropriate equipment replacement program. Maximus's Fleet Anywhere management software is currently testing a fleet replacement module to work with current data in the system. When available, fleet will investigate purchasing the module in co-operation with the budget office.

- 13. Establish a flat monthly vehicle allowance of \$275/month to assist in elimination of take-home vehicles and of low use vehicles.**

Not being considered at this time (See Commissioner's Vehicle Take Home Policy, exhibit G in comptroller's audit response report).

- 14. Consolidate all equipment paid for by the citizens of Milwaukee into one department.**

See response to Q.1 in comptroller's audit response report

- 15. All City equipment should be numbered and decaled (liveried) so it cannot be used for profit.**

All city heavy equipment, construction equipment and most other vehicles are decaled. Certain surveillance vehicles, unmarked police vehicles and 9 DPW vehicles are the only ones not decaled. These 9 represent out of town pool vehicles and department heads vehicles. There may be other vehicles without decals in the city that are not part of DPW inventory.

- 16. No department should be allowed to retain an old equipment unit once its new replacement unit has been placed in service (fleet creep).**

We agree. Sometimes a piece of equipment may be maintained until the new equipment is fully operational. This should be an exception and not the rule. Fleet staff has been directed to manage this policy closely for compliance. As of this date, 40 pieces of equipment have been identified and to be disposed of at the upcoming auctions. Staff is reviewing other equipment and would have evaluated the elimination of additional surplus equipment by 2006. (See exhibit K)

- 17. Establish a fleet internal service fund to assist in separating fleet funds from other funds and to make it clear what the true cost of the fleet operations is.**

See response to Q. 1 in Comptroller's Audit report.

- 18. Accurately budget the projected true cost of fuel: cheap fuel is a thing of the past.**

Fuel is budgeted in April for the upcoming year based on long term energy forecast from the Department of energy. In the last two to three years, the forecast for fuel has been far from being accurate. This year based on information from DOE \$3,230,000 has been requested for fuel in 2006, an increase of 61.5% over current year's funding.

May, 05

APPENDIX

EXHIBIT A

Department	Funding	Track mileage	PM	Repairs	Purchase Vehicle or Equipment	Long Range Budgeting	Fuel
D.P.W.							
Various Departments	Fleet O&M	X	X	X	X	X	Yes
Water Dept.	Reimbursable	X	X	X	Water Account	Provide assistance	Yes
Parking Enforcement/ Checkers	Enterprise Fund	X	X	X	X Parking Account	X	Yes
Infrastructure-Underground	Reimbursable	X	X	X	X Infrastructure Account	Provide assistance	
Milwaukee Public Library	Reimbursable MPL Budget	X	X	X	X MPL Account	Rent 3 pickups & car	Yes
Milwaukee Fire Dept.	N/A	No	No	No	No	No	No
Milwaukee Police Dept.	Reimbursable	X	Track	All Repairs except motorcycles	X Police funds	No	No
Dept. of City Development	N/A	No	No	Occasional Repairs	No	No	Yes
Port of Milwaukee	N/A	No	No	No	Purchase using Port funds	No	No
Health Dept.	Reimbursable	X	X	X	Assistance when needed	No	Yes

Municipal Survey Results

EXHIBIT B

March 1, 2005

Municipality	Population	Square Miles	Lane Miles	Labor Rate Charged	Check if Not Burdened	Mileage Reimbursement per Mile	Monthly Allowance	Vehicle as Benefit		Vehicles Taken Home at Night		De Minimus		Contractor or Temp Use		Fleet Internal Service Fund		Rented to Using Depts			
								Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Albany, NY	✓ 95,658	21.0																			
Allegheny County, PA	1,281,666	730.0	800																		
Anchorage, AK	249,400			65.00			32.0 n/a	X		X										X	
Austin, TX	551,000																				
Baltimore, MD	654,200																				
Boston, MA	559,100	32.5	1,500	25.00	X	current IRS rate	n/a	X		X										X	
Buffalo, NY	304,900	42.0	1,700	70.00		1.50/day	\$9.00/day	X		X										X	
Calgary, AB	950,000	27.9	2,580	72.00			25.0			X										X	
Cleveland, OH	492,900			55.00	X		37.0 n/a	X		X										X	
Colorado Springs, CO	360,890	500.0	1,700	75.00			40.0 n/a	X		X										X	
Columbus, OH	750,000			54.00			36.0 n/a	X		X										X	
Dayton, OH	✓ 166,179	56.0	660	51.50			37.5 n/a	X		X										X	
Denver, CO	503,000	154.6						X		X										X	
Grand Rapids, MI	✓ 187,400	44.0	600	65.00			25.0 n/a	X		X										X	
Green Bay, WI	✓ 109,000	46.1	451	n/a			n/a	X		X										X	
Indianapolis, IN	478,500																				
Kansas City, MO	442,500	350.0	12,000	52.00		current IRS rate	n/a	X		X										X	
Madison, WI	✓ 225,000	63.0		54.00		current IRS rate	n/a	X		X										X	
Memphis, TN	604,900																				
Milwaukee, WI	596,674	96.0	1,400	42.90	X		37.5 n/a	X		X										X	
Minneapolis, MN	✓ 382,618	55.0	3,000	80.00			40.5 n/a	X		X										X	
Nashville, TN	515,500																				
Oklahoma City, OK	488,600	622.0																			
Omaha, NE	✓ 354,600																				
Pittsburgh, PA	✓ 334,563	56.0																			
Portland, OR	529,121	134.0		30.00	X		37.5 n/a	X		X										X	
Rochester, NY	✓ 227,000	36.4	537	44.00	X		40.5 n/a	X		X										X	
Seattle, WA	550,000	84.0	452	70.00		current IRS rate	n/a	X		X										X	
St. Louis, MO	347,400																				
Syracuse, NY	✓ 147,306	25.7																			
Toronto, ON	2,481,495																				
Washington, DC	537,600	25.0		59.00	X		n/a	X		X										X	
Winnipeg, MB	700,000	25.0		52.00			270.00	X		X										X	

Results of Municipal Fleet Survey

EXHIBIT C

Question	Yes	No	Total	No Response	Total Surveyed	Total Responses	% Yes	% No	% Response	High	Low	Average	Milwaukee *
Population			20		20	20				950,000	166,179	441,159	596,674
Shop Labor Rate			5		20	18				80.00	25.00	56.47	43.58
Mileage Reimbursement (cents)			3		20	15				40.5	25.0	35.3	
Monthly Allowance	3	14	3		20	17	15%	70%	15%	270.00	40.00		
Vehicle as a Benefit	13	7	0		20	20	65%	35%	0%				Yes
Vehicle Taken Home at Night	19	1	0		20	20	95%	5%	0%				Yes
Allow De Minimus Use (Minor, occasional personal use)	10	10	0		20	20	50%	50%	0%				No
Allow Use by Contractor or Temp Employee	7	13	0		20	20	35%	65%	0%				No
Have a Fleet Internal Service Fund	13	6	1		20	19	68%	30%	5%				No
Vehicles are Rented to Using Departments	11	9	0		20	20	55%	45%	0%				Yes
Make Use of Rental Equipment	17	3	0		20	20	85%	15%	0%				Yes
Lease Equipment	13	7	0		20	20	65%	35%	0%				No
Police Maintained by Separate Agency	9	11	0		20	20	45%	55%	0%				No
Fire Maintained by Separate Agency	13	6	1		20	19	65%	30%	5%				Yes
Utility Equipment Maintained by Separate Agency	12	6	2		20	18	60%	30%	10%				No
Do Work for an Outside Agency	12	8	0		20	20	60%	40%	0%				No
Fleet Is Stand-Alone Department	6	14	0		20	20	30%	70%	0%				No
Fleet Is Part of Larger Department	14	6	0		20	20	70%	30%	0%				Yes
Miles Expected per Month	9	9	2		20	18	45%	45%	10%	1125	360		300
Miles Expected per Year	9	9	2		20	18	45%	45%	10%	13500	4320		3600
Maintain a Motor Pool	17	3	0		20	20	85%	15%	0%				Yes
Ever Considered Using an Outside Management Company	10	10	0		20	20	50%	50%	0%				No
Track Use of Heavy Trucks by Hours	15	5	0		20	20	75%	25%	0%				No
Track Use of Heavy Trucks by Miles	11	9	0		20	20	55%	45%	0%				Yes
Track Use of Heavy Trucks by Other Method	1	19	0		20	20	5%	95%	0%				No
Minimum Use of Heavy Trucks by Hours	1	19	0		20	20	5%	95%	0%				No
Minimum Use of Heavy Trucks by Miles	0	20	0		20	20	0%	100%	0%				No
Minimum Use of Heavy Trucks by Other Method	0	20	0		20	20	0%	100%	0%				No
Cost Per Mile - Compact Car	7		13		20	7			65%	0.430	0.070	0.220	0.303
Cost Per Mile - 35,000 gwwr Dump Truck	7		13		20	7			65%	35.710	0.320	6.050	1.351
Cost Per Mile - 25-yd Refuse Truck	7		13		20	7			65%	30.640	1.320	7.680	4.318
Have a Rental Rate Schedule	12	5	3		20	17	60%	25%	15%				Yes
Fleet Replacement Value	12	5	8		20	12	60%	40%	15%	209,052,800	10,500,000	87,612,733	114,000,000
2005 Replacement Funds Available	19		1		20	19	95%	5%	0%	25,000,000	300,000	6,917,368	7,800,000
Replacement Interval Schedule	17	3	0		20	20	85%	15%	0%				Yes
Multi-year Replacement Plan	15	5	0		20	20	75%	25%	0%				Yes
GPS Tracking Devices in Use	9	11	0		20	20	45%	55%	0%				Yes
Charge Damage or Abuse to Using Department	12	7	1		20	19	60%	35%	5%				Both

* BOLD = Milwaukee in agreement with or exceeds the majority.

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	Buildings and Fleet							
	B&F General Administration							
20866	1999 FORD TAURUS	CAR - INTERMEDIATE	6,457	6,229	5,273	5,986	X	To ZMB Pool, DPW Management from V. Gupta
	Buildings							
22608	1987 GMC TR20903	TRUCK - PICKUPS - 2X4 + 4X4	1,534	1,428	1,365	1,442	X	To Fleet Pool
20070	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	2,253	2,130	1,631	2,005	X	To Fleet Pool
23505	1984 CHEV CP31402	VAN - LARGE CUBE + STEP VAN	2,229	1,491	2,892	2,204	X	To Fleet Pool
23313	1991 DODGE B250	VAN - PASSENGER	2,120	2,460	2,902	2,494		Combine duties with turned-in vehicle 22608
22335	1992 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	3,372	3,519	2,958	3,283		Avg. mileage below 3,600-monitor use. Field Insp.
20100	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	3,312	4,131	3,330	3,591		Combine duties with turned-in vehicle 20070
22832	1988 CHEV CC30903	TRUCK - PICKUPS - 2X4 + 4X4	3,303	4,756	4,654	4,238		
22348	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	10,746	761	1,807	4,438		Special use vehicle (scaffolding), monitor use.
20173	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		3,334	6,316	4,825		
22358	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	7,705	6,614	5,607	6,642		
24125	1993 GMC TT10516	SUV + CARRYALL	6,993	8,000	5,647	6,880		
23185	1987 GMC CG21305	VAN - UTILITY - SMALL	9,608	9,334	8,857	9,266	X	To Fleet Pool
20135	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	10,872	9,135	6,091	8,699		
20901	1991 OLDS CUTLASS	CAR - INTERMEDIATE	8,893	13,138	13,405	11,812		
	Communications							
23008	1984 GMC CG21305	VAN - UTILITY - SMALL	3,357	1,207	767	1,777	X	To Fleet Pool
22043	1988 CHEV S10603	TRUCK - PICKUPS - 2X4 + 4X4	1,313	1,409	3,959	2,227		Avg. mileage below 3,600-monitor use.
22134	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	4,994	1,851	1,885	2,910		Temporary Pool assignment to Communications
22619	1986 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	2,383	6,214	4,472	4,356		
	Special Electrical Services							
22473	1991 DODGE D250	TRUCK - PICKUPS - 2X4 + 4X4	2,706	1,016	583	1,435	X	To Fleet Pool
20029	1990 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	2,245	1,622	669	1,512	X	To Fleet Pool
20172	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT			1,862	1,862		Combined use-Andy Hilgendorf and Dave Pritchett
22102	1994 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	11,566	9,506	5,710	8,927		
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average	Turned In					
	23	11	8					

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
Fleet Services and Operations								
<i>B+F Operations</i>								
22338	1992 GMC TK20903	TRUCK - PICKUPS - 2X4 + 4X4	5,369	3,839	6,667	5,292		
22107	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	6,791	7,527	5,635	6,651		
22109	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	11,561	5,948	4,709	7,406		
<i>Fleet Operations</i>								
20833	1990 PLYM ACCLAIM	CAR - COMPACT + SUBCOMPACT	3,732	1,930	4,570	3,411		
22147	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		2,176	4,819	3,498		
20105	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	7,279	8,047	8,111	7,812		
20112	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	7,551	9,996	7,720	8,422		
22376	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	15,698	14,579	14,809	15,029		
<i>Fleet Services</i>								
21046	1989 CHEV 1500	SUV + CARRYALL	1,028	1,745	644	1,139	X	
20098	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	2,800	2,352	1,072	2,075	X	
20858	1995 PONT GRAND AM 4DR	CAR - INTERMEDIATE	3,369	601	2,645	2,205		
20072	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	4,292	4,059	1,299	3,217		
21041	1988 CHEV CR10906	SUV + CARRYALL	5,928	4,122	793	3,614	X	
22834	1990 CHEV CC31003	TRUCK - PICKUPS - 2X4 + 4X4	2,757	5,436	3,037	3,743	X	
22854	1989 CHEV CC31003	TRUCK - PICKUPS - 2X4 + 4X4	4,109	4,789	3,484	4,127	X	
22644	1988 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	3,651	4,759	4,169	4,193	X	
22339	1992 GMC TK20903	TRUCK - PICKUPS - 2X4 + 4X4	6,174	1,053	5,796	4,341		
21051	1990 GMC TR10906	SUV + CARRYALL	4,966	8,082	2,157	5,068		
22203	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	6,621	6,929	7,703	7,084		
20859	1996 DODGE INTREPID 4DR	CAR - FULL SIZE	13,037	8,019	2,260	7,772		
22204	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	11,655	10,683	5,888	9,409		
22379	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	5,132	5,760	21,443	10,778		
22378	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	23,221	21,986	7,096	17,434		
<i>Pool</i>								
23315	1989 CHEV CG31303	VAN, 17-PASSENGER	422	193	363	326		
22320	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	2,348	1,037	694	1,360	X	
20852	1989 BUICK PARK AV	CAR - FULL SIZE	2,335	540	1,893	1,589		

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
20905	1992 OLDS CIERA	CAR - COMPACT + SUBCOMPACT	1,768	1,535	1,466	1,590	X	
23312	1990 CHEV CG21305	VAN - PASSENGER	1,581	2,265	1,467	1,771		
22074	1991 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	3,016	2,319	971	2,102	X	
20132	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	2,112	2,521	1,713	2,115		
22704	1988 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	4,194	1,564	878	2,212		
22082	1991 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	1,756	2,880	2,723	2,453	X	
22071	1991 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	3,067	2,548	1,822	2,479	X	
20832	1990 PLYM ACCLAIM	CAR - COMPACT + SUBCOMPACT	3,423	339	3,793	2,518		
20906	1992 OLDS CIERA	CAR - COMPACT + SUBCOMPACT	5,142	1,295	1,559	2,665		
20915	1996 BUICK CENTURY WAG	CAR - INTERMEDIATE	4,267	2,450	2,061	2,926		
20009	1989 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	4,070	2,818	2,365	3,084	X	
20104	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	3,369	3,099	2,909	3,126	X	
22305	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	5,431	849	3,533	3,271		
22323	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	5,053	2,240	2,812	3,368		
20945	1988 CHEV CELEBRIT 4DR	CAR - INTERMEDIATE	4,709	4,920	2,661	4,097	X	
20950	1990 CHEV CELEBRIT 4DR	CAR - INTERMEDIATE	3,438	4,554	4,337	4,110		
20857	1995 PONT GRAND AM 4DR	CAR - INTERMEDIATE	3,456	4,344	4,784	4,195		
23189	1987 CHEV CG21305	VAN - UTILITY - SMALL	5,621	4,196	2,856	4,224	X	
20107	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	9,311	2,885	491	4,229	X	
20947	1989 CHEV CELEBRIT 4DR	CAR - INTERMEDIATE	8,860	2,257	1,575	4,231	X	
22317	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	6,298	3,248	3,231	4,259		
22312	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	3,359	5,089	4,398	4,282		
21048	1990 GMC TR10906	SUV + CARRYALL	6,842	4,640	1,711	4,398	X	
22324	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	5,105	4,964	3,907	4,659		
20052	1990 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	8,430	2,601	2,955	4,662		
22309	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	4,443	4,991	4,630	4,688		
20003	1989 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	8,125	2,215	3,754	4,698		
22730	1993 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	5,210	4,450	5,028	4,896		
22084	1991 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	5,042	6,157	4,059	5,086	X	Poor condition
22123	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	4,703	5,088	5,563	5,118		
23209	1990 CHEV CG21305	VAN - UTILITY - SMALL	6,019	5,374	4,021	5,138	X	
22314	1990 CHEV CK20903	TRUCK - PICKUPS - 2X4 + 4X4	6,595	5,714	3,502	5,270		
23213	1990 CHEV CG21305	VAN - UTILITY - SMALL	7,436	5,950	2,822	5,403	X	
22722	1989 CHEV 2500	TRUCK - PICKUPS - 2X4 + 4X4	6,131	4,358	6,552	5,680		
20002	1989 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	7,587	3,469	6,281	5,779	X	
22093	1993 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	12,563	2,068	3,213	5,948	X	Poor condition
22333	1992 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	6,983	5,419	5,534	5,979		
20837	1992 PLYM ACCLAIM	CAR - COMPACT + SUBCOMPACT	8,036	5,754	4,240	6,010		
23215	1990 CHEV CG21305	VAN - UTILITY - SMALL	9,845	5,200	3,050	6,032	X	
22100	1994 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	7,423	7,363	3,412	6,066		
22316	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	8,700	5,697	4,181	6,193		

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
22077	1991 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	7,998	9,170	1,976	6,381	X	
20012	1989 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	14,033	2,100	3,293	6,475	X	Poor condition
20077	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	12,716	3,809	2,973	6,499	X	
23235	1995 GMC TG31305	VAN - UTILITY - SMALL	16,240	2,209	1,388	6,612	X	
20861	1999 FORD TAURUS	CAR - INTERMEDIATE	6,487	4,397	9,009	6,631		
22078	1991 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	3,800	14,204	2,228	6,744	X	
20838	1992 PLYM ACCLAIM	CAR - COMPACT + SUBCOMPACT	8,476	6,845	5,552	6,958		
22310	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	7,619	8,036	8,049	7,901		
20863	1999 FORD TAURUS	CAR - INTERMEDIATE	6,912	8,413	8,888	8,071		
20088	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	7,149	13,620	8,679	9,816		
22083	1991 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	2,382	28,469	3,672	11,508		
22095	1993 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	14,616	13,787	11,796	13,400	X	Poor condition
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average		Turned In				
	79	21		30				

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
Infrastructure								
<i>General Administration</i>								
23308	1995 GMC TG21306	VAN - PASSENGER	6,468	4,213	2,167	4,283		To INFR Pool
21050	1990 GMC TR10906	SUV + CARRYALL	6,114	6,128	1,553	4,598		Vacancy in 2004-monitor
20867	2003 FORD TAURUS	CAR - INTERMEDIATE		7,369	2,610	4,990	X	INFR Pool, DPW Management, from J. Polenske
21042	1988 CHEV CR10906	SUV + CARRYALL	8,486	6,596	1,339	5,474	X	To Fleet Pool
21059	1995 GMC TC10906	SUV + CARRYALL	5,306	6,113	5,561	5,660		
21049	1990 GMC TR10906	SUV + CARRYALL	5,955	6,695	5,301	5,984		
21001	1992 GMC TC10906	SUV + CARRYALL	7,895	5,642	5,365	6,301		
21058	1995 GMC TC10906	SUV + CARRYALL	9,044	7,593	3,053	6,563		Combine with former users of 21042
20865	1999 FORD TAURUS	CAR - INTERMEDIATE	7,213	9,592	6,147	7,651	X	ZMB Pool, DPW Management-D. Mejacki
21054	1991 CHEV CR10906	SUV + CARRYALL	8,340	6,629	8,551	7,840		
21060	1995 GMC TC10906	SUV + CARRYALL	16,873	9,545	5,677	10,698		
<i>Bridges</i>								
20050	1990 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	1,529	2,465	1,785	1,926		Bridge Operations-short mileage roving use
20153	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		2,458	2,936	2,697		Daily supervision
22881	1991 CHEV CC31003	TRUCK - PICKUPS - 2X4 + 4X4	4,462	2,581	2,052	3,032		Ironworker crew vehicle
22230	2003 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4		1,631	4,961	3,296		Avg. mileage below 3,600-monitor use.
22228	1990 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	4,429	4,109	1,703	3,414	X	To Fleet Pool
22877	1990 CHEV CC31002	TRUCK - PICKUPS - 2X4 + 4X4	4,220	3,062	3,562	3,615		Ironworker crew vehicle
22642	1988 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	3,706	4,044	4,095	3,948		
22367	1997 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	4,352	4,155	4,557	4,355		
22387	2000 GMC TC30943	TRUCK - PICKUPS - 2X4 + 4X4	5,586	4,789	4,039	4,805		
22124	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	6,610	5,191	4,733	5,511		
22349	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	6,801	6,257	9,300	7,453		
22715	1989 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	8,636	7,964	7,342	7,981		
<i>Construction</i>								
22058	1989 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	367	971	1,270	869		Nuclear density tester
21052	1990 GMC TR10906	SUV + CARRYALL	3,548	3,577	1,826	2,984	X	To Fleet Pool
21064	2003 CHEV CC15906	SUV + CARRYALL		2,075	5,702	3,889		
20129	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	4,942	3,881	3,425	4,083	X	To Fleet Pool
22030	1986 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	4,205	1,361	6,936	4,167		
21062	2003 CHEV CC15906	SUV + CARRYALL		2,409	6,029	4,219		
20156	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		3,523	5,540	4,532		

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
21063	2003 CHEV CC15906	SUV + CARRYALL		3,010	6,572	4,791		
20079	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	5,051	5,828	3,814	4,898		To INFR Pool
21002	1992 GMC TC10906	SUV + CARRYALL	3,623	5,913	5,214	4,917		
21065	2004 CHEV CC15906	SUV + CARRYALL			5,583	5,583		
21066	2004 CHEV CC15906	SUV + CARRYALL			5,735	5,735		
20101	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	7,373	4,745	5,718	5,945		
20155	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		6,695	7,903	7,299		
20162	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		7,349	9,522	8,436		
20154	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		10,030	11,034	10,532		
20138	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	10,217	10,649	10,794	10,553		
	<i>Underground</i>							
23310	1983 DODGE B250	VAN - PASSENGER	5,624	2,415	1,231	3,090	X	To Fleet Pool
20113	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	6,216	2,196	2,784	3,732		To INFR Pool
22118	1997 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	4,640	4,536	4,020	4,399		
24147	2002 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4	3,308	5,155	4,773	4,412		
22326	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	6,076	4,847	6,126	5,683	X	To Fleet Pool
20125	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	7,452	6,834	5,634	6,640		
20137	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	3,318	8,903	9,017	7,079		
22119	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	6,264	7,633	8,460	7,452		
22111	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	14,085	9,785	10,545	11,472		
21057	1994 GMC 2500	SUV + CARRYALL	18,954	22,870	8,511	16,778		
	<i>Transportation</i>							
20130	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	1,987	1,656	2,039	1,894	X	To Fleet Pool
20904	1992 OLDS CIERA	CAR - COMPACT + SUBCOMPACT	1,869	2,254	2,466	2,196		To INFR Pool
20114	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	2,195	1,415	4,224	2,611	X	To Fleet Pool
21055	1994 GMC TC1006	SUV + CARRYALL	3,911	2,242	1,582	2,578	X	To Fleet Pool
20119	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	4,376	2,922	1,586	2,961		To INFR Pool
20862	1999 FORD TAURUS	CAR - INTERMEDIATE	3,364	2,678	3,836	3,293		To INFR Pool
20084	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	4,936	4,579	4,402	4,639		
20094	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	5,031	4,096	5,874	5,000		
20099	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	4,475	4,905	5,690	5,023		
20131	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	5,988	5,799	5,685	5,824		To INFR Pool
20121	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	6,782	6,961	7,131	6,958		

Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	<i>Street Maintenance</i>							
22205	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	3,047	1,766	1,296	2,036		Combine with former users of 20074
20074	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	2,764	2,866	2,192	2,607	X	To Fleet Pool
20160	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		2,965	2,492	2,729		Vacancy in 2004-monitor
22476	1991 DODGE D250	TRUCK - PICKUPS - 2X4 + 4X4	3,323	2,236	3,958	3,172		Avg. mileage below 3,600-monitor use
22633	1987 CHEV CR30903	TRUCK - PICKUPS - 2X4 + 4X4	6,000	1,576	2,081	3,219	X	To Fleet Pool
22319	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	3,282	3,087	4,030	3,466		Avg. mileage below 3,600-monitor use
20093	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	4,645	3,867	3,315	3,942		2004 mileage below 3,600-monitor use. DPW Insp.
20158	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		3,100	5,102	4,101		
22343	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	5,817	2,345	4,375	4,179		
22846	1993 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	6,326	4,758	1,685	4,256		2004 mileage below 3,600-monitor use. Seasonal
20174	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		2,955	5,615	4,285		
22841	1992 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	5,416	4,904	2,808	4,376		2004 mileage below 3,600-monitor use. Seasonal
22371	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	5,888	4,060	5,451	5,133		
22842	1992 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	3,879	5,319	6,419	5,206		
20102	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	4,203	5,256	6,288	5,249		
22340	1993 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	3,315	3,748	8,745	5,269		
22843	1992 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	5,707	5,714	5,020	5,480		
22303	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	6,015	5,740	5,905	5,887		
22829	1988 CHEV CC30903	TRUCK - PICKUPS - 2X4 + 4X4	11,429	4,812	1,683	5,975	X	2004 mileage below 3,600-monitor use. Seasonal
20159	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		6,259	5,766	6,013		
22729	1993 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	8,283	8,225	2,069	6,192		
22391	2002 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4	5,297	6,144	7,843	6,428		
20095	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	4,652	6,423	8,700	6,592		
22845	1993 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	7,455	6,256	6,411	6,707		
22232	2003 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4		2,259	12,499	7,379		
22122	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	7,809	7,323	7,193	7,442		
22135	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	4,860	8,053	9,681	7,531		
20835	1991 PLYM ACCLAIM	CAR - COMPACT + SUBCOMPACT	5,735	11,082	9,342	8,720		
20124	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	7,070	10,275	10,175	9,173		
22392	2002 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4	8,026	10,626	10,317	9,656		
22363	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	12,998	9,845	9,799	10,881		
22362	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	13,249	13,496	11,748	12,831		
22365	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	19,685	15,323	16,731	17,246		
22377	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	17,948	17,960	18,777	18,228		

Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
<i>Traffic Engineering & Electrical Services</i>								
22066	1991 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	478	936	910	775	X	To Fleet Pool
22360	1987 FORD F350	TRUCK - PICKUPS - 2X4 + 4X4	1,000	662	802	821		Seasonal Pool
22499	1990 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	2,987	943	1,493	1,808		Seasonal Pool
22229	1990 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	2,247	1,644	2,778	2,223		Seasonal Pool
20829	1989 PLYM RELIANT	CAR - COMPACT + SUBCOMPACT	2,800	1,777	3,217	2,598		Vacancy in 2004-monitor
20090	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	3,151	2,275	2,583	2,670	X	To Fleet Pool
22858	1984 FORD F350	TRUCK - PICKUPS - 2X4 + 4X4	3,208	2,858	2,120	2,729		Seasonal Pool
22201	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	2,998	2,741	3,082	2,940		Seasonal Pool
22304	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	3,164	3,187	2,607	2,986		
22200	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	3,945	3,265	3,966	3,725		
22098	1994 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	6,434	3,652	2,320	4,135		Vacancy in 2004-monitor
22705	1988 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	4,453	4,226	3,772	4,150		
22720	1989 CHEV 2500	TRUCK - PICKUPS - 2X4 + 4X4	4,985	3,304	4,210	4,166		
22110	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	4,275	4,823	5,982	5,027		
22835	1992 GMC TC31403	TRUCK - PICKUPS - 2X4 + 4X4	10,372	2,250	2,582	5,068	X	To Fleet Pool
22847	1993 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	4,641	6,610	5,904	5,718		
22801	1997 GMC TC31403	TRUCK - PICKUPS - 2X4 + 4X4	6,927	6,539	4,711	6,059		
21053	1991 CHEV CR10906	SUV + CARRYALL	4,827	4,304	9,642	6,258	X	
22849	1995 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	8,159	7,583	4,890	6,877		
22137	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	5,529	8,288	11,297	8,371		
22850	1995 FORD F350	TRUCK - PICKUPS - 2X4 + 4X4	8,857	9,163	9,213	9,078		
22853	1996 GMC TC31403	TRUCK - PICKUPS - 2X4 + 4X4	8,597	7,259	11,628	9,161		
22657	1994 GMC TC30943	TRUCK - PICKUPS - 2X4 + 4X4	10,520	10,134	8,791	9,815		
22482	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	13,526	13,814	11,762	13,034		
22485	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	14,373	14,712	11,635	13,573		
21061	2003 CHEV CC15906	SUV + CARRYALL		9,367	19,683	14,525		
21056	1994 GMC TC10906	SUV + CARRYALL	15,397	16,809	14,559	15,588		
22372	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	25,255	25,687	24,655	25,199		
Number of Vehicles			Number with Fewer Than 3,600 Miles Average			Turned In		
123			29			18		

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	<i>City Attorney Office</i>							
20091	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	737	688	656	694	X	To Fleet Pool
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average			Turned In			
	1	1			1			

Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	<i>City Clerk/Common Council</i>							
23300	1988 CHEV G11306	VAN - PASSENGER	1,854	1,765	947	1,522	X	Special use-monitor
20953	1996 PLYM GRD VOYAGER	VAN - PASSENGER	2,473	2,835	2,351	2,553	X	To ZMB Pool
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average		Turned In				
	2	2		2				

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	<i>Department of City Development</i>							
20366	1988 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	2,825	2,341	2,581	2,582	X	To Fleet Pool
24123	1991 GMC TS10516	SUV + CARRYALL	4,945	2,746	1,089	2,927	X	To Fleet Pool
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average			Turned In			
	2	2			2			

Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	DPW Administration Division							
	<i>General Administration</i>							
20147	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	1,544	1,235	1,495	1,425	X	To Fleet Pool
20078	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	8,422	3,054	1,585	4,354	X	To Fleet Pool
24157	2004 FORD EXPLORER	SUV + CARRYALL			4,523	4,523	X	To ZMB Pool, DPW Management from J. Mantes
20868	2003 FORD TAURUS	CAR - INTERMEDIATE		6,464	6,011	6,238	X	To ZMB Pool, DPW Management, from J. Purko
	<i>Safety</i>							
20175	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		1,324	2,568	1,946		Daily field supervision-Safety
20081	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	5,532	4,104	2,242	3,959		
20080	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	5,605	3,439	3,687	4,244		
	<i>Parking Enforcement</i>							
20148	2001 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	2,621	1,065	1,185	1,624		Combine with former users of 24143
20149	2001 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	2,006	1,295	4,351	2,551		Avg. mileage below 3,600-monitor use.
20150	2001 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	2,324	1,790	4,806	2,973		Avg. mileage below 3,600-monitor use.
20151	2001 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	2,687	2,000	5,135	3,274		Avg. mileage below 3,600-monitor use.
24358	2002 CHEV CT10506	SUV + CARRYALL		6,801	4,386	5,594		
24143	2000 CHEV CT10506	SUV + CARRYALL	10,204	3,649	3,470	5,774		Reassign to Sharon McGuire
	<i>Tow Lot & Parking Operations</i>							
22616	1991 DODGE W250	TRUCK - PICKUPS - 2X4 + 4X4	2,269	2,167	693	1,710		Tow Lot use-snow plowing, etc.
20033	1990 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	472	1,826	3,112	1,803	X	To Fleet Pool
20089	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	2,303	3,277	2,524	2,701		Used for customer service on Tow Lot
22087	1992 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	5,106	1,074	2,777	2,986		Used for customer service on Tow Lot
22139	2001 GMC TT10653	TRUCK - PICKUPS - 2X4 + 4X4	3,404	2,754	3,948	3,369		Used for customer service on Tow Lot
20075	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	2,125	4,938	3,379	3,481	X	Sold
22368	1999 CHEV CK20903	TRUCK - PICKUPS - 2X4 + 4X4	3,497	3,764	3,095	3,452		Used for customer service on Tow Lot
24120	1993 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4	6,118	6,195	6,233	6,182	X	To Fleet Pool
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average	Turned In					
	21	13			7			

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
<i>Forestry</i>								
22623	1986 GMC TK20903	TRUCK - PICKUPS - 2X4 + 4X4	2,911	1,108	1,578	1,866		Used for transportation at Forestry Nursery
22040	1987 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	2,286	2,389	1,455	2,043	X	To Fleet Pool
20010	1989 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	3,607	2,094	1,143	2,281	X	To Fleet Pool
22325	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	3,605	4,812	343	2,920	X	To Fleet Pool
22825	1987 CHEV CR20903	TRUCK - PICKUPS - 2X4 + 4X4	3,276	3,512	3,615	3,468		Avg. mileage below 3,600-monitor use.
22086	1992 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	5,682	1,650	3,132	3,488	X	Turned in-poor condition
22121	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	4,088	3,680	3,281	3,683		
22318	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	4,928	2,347	3,809	3,695		
22478	1991 DODGE D250	TRUCK - PICKUPS - 2X4 + 4X4	4,944	5,281	1,867	4,031		Seasonal Pool
22643	1988 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	3,390	3,042	5,684	4,039		
22322	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	6,557	3,126	3,371	4,351		Seasonal Pool
22827	1987 CHEV CR20903	TRUCK - PICKUPS - 2X4 + 4X4	5,572	3,308	4,309	4,396		
20140	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	4,817	5,267	3,274	4,453		
22329	1991 DODGE W350	TRUCK - PICKUPS - 2X4 + 4X4	4,244	4,460	4,965	4,556		
22227	1990 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	2,594	5,593	5,486	4,558		
20164	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		3,833	5,668	4,751		
22484	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	3,253	5,982	5,520	4,918		
22726	1989 CHEV 2500	TRUCK - PICKUPS - 2X4 + 4X4	4,032	7,038	3,890	4,987		
22480	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	4,087	7,281	3,741	5,036		
22366	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	4,613	6,237	4,624	5,158		
22308	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	6,040	5,932	3,874	5,282		
22231	2003 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4	4,877	3,351	7,465	5,408		
22732	1993 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4		4,607	7,092	5,525		
22481	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	5,354	5,501	5,765	5,540		
20864	1999 FORD TAURUS	CAR - INTERMEDIATE	7,555	5,680	3,564	5,600	X	To ZMB Pool, DPW Management, from P. Cole
22327	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	4,536	5,483	7,539	5,853		
22731	1993 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	3,648	6,981	6,957	5,862		
22713	1989 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	5,787	6,477	5,487	5,917		
22334	1992 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	6,705	4,642	6,478	5,942		
22354	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	4,564	6,292	7,147	6,001		
22733	1993 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	6,611	5,500	6,447	6,186		
22332	1992 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	6,722	7,148	4,863	6,244		
20139	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	9,532	5,158	4,229	6,306		
22353	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	6,230	6,330	6,597	6,386		
22718	1989 CHEV 2500	TRUCK - PICKUPS - 2X4 + 4X4	7,370	6,597	5,860	6,609		
25045	1991 GMC CC31003	TRUCK - DUMP - 2 YARD	8,089	5,959	6,793	6,947		Seasonal Pool
24126	1993 GMC TT10516	TRUCK - PICKUPS - 2X4 + 4X4	2,547	9,162	9,423	7,044		
22359	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	6,737	6,970	7,451	7,053		

Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X" Comments
22711	1988 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	7,534	8,652	5,986	7,391	
22342	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	8,135	8,838	7,109	8,027	
22833	1988 CHEV CC30903	TRUCK - PICKUPS - 2X4 + 4X4	7,788	8,095	9,658	8,514	
22483	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	8,486	8,922	8,486	8,631	
22106	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	12,255	7,020	6,890	8,722	
22341	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	10,357	8,534	7,287	8,726	
22360	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	8,885	9,270	10,128	9,428	
20115	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	10,911	8,558	8,908	9,459	
22370	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	10,352	9,183	9,031	9,522	
20163	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		8,317	11,324	9,821	
22306	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	9,670	10,907	9,403	9,993	
22350	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	9,576	12,328	8,567	10,157	
20103	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	4,694	11,867	14,303	10,288	
22136	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	12,940	11,340	7,720	10,667	
20122	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	2,321	18,723	20,800	13,948	
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average			Turned In		
	53	6			5		

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
Health Department								
23316	1997 GMC TG11406	VAN - PASSENGER	3,489	844	863	1,732		
20145	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	5,125	2,926	1,200	3,084	X	To ZMB Pool
22028	1986 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	4,171	4,376	4,421	4,323		
21045	1989 CHEV 1500	SUV + CARRYALL	5,587	5,205	5,671	5,488	X	To Fleet Pool
20171	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		3,640	8,232	5,936		
22313	1990 CHEV CK20903	TRUCK - PICKUPS - 2X4 + 4X4	4,743	5,200	8,786	6,243		
22105	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	10,155	8,903	7,695	8,918		
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average	Turned In					
	7	2			2			

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	<i>Library</i>							
22301	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	3,191	4,490	3,908	3,863		
22725	1989 CHEV 2500	TRUCK - PICKUPS - 2X4 + 4X4	5,160	4,412	3,061	4,211		2004 mileage below 3,600-monitor use.
20058	1990 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	3,913	3,834	4,967	4,238		
22226	1990 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	5,231	4,833	5,171	5,078		
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average	Turned In					
	4	0			0			



Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
Neighborhood Services								
20860	1996 DODGE INTREPID 4DR	CAR - FULL SIZE	2,454	3,481	2,162	2,699		Reassign within department
20128	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	3,784	2,863	2,721	3,123	X	To Fleet Pool, after driver receives mileage authorit
20143	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	3,678	2,520	3,773	3,324		Avg. mileage below 3,600-monitor use.
20106	1993 PONT SUNBIRD	CAR - COMPACT + SUBCOMPACT	6,197	3,085	3,091	4,124		
20368	1988 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	1,401	2,110	9,031	4,181	X	Possible return to Fleet Pool
20168	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		3,813	5,348	4,581		
20144	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	7,029	4,432	3,017	4,826		2004 mileage below 3,600-monitor use.
22060	1989 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	5,491	6,402	5,177	5,690		
22133	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	5,415	5,956	6,339	5,903		
20167	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		6,169	6,631	6,400		
20127	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	4,745	6,233	10,648	7,209		
22068	1991 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	6,918	5,358	9,750	7,342		
22099	1994 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	7,413	7,118	8,227	7,586		
20110	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	10,918	7,196	5,168	7,761		
22089	1992 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	7,011	8,939	7,908	7,953		
22067	1991 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	6,491	7,716	9,739	7,982		
20117	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	7,608	7,869	8,645	8,041		
20170	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		6,783	9,620	8,202		
22062	1989 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	9,764	9,955	5,272	8,330		
20024	1990 CHEV CAVALIER 2DR	CAR - COMPACT + SUBCOMPACT	8,195	11,703	6,708	8,869		
23017	1989 CHEV CG21305	VAN - UTILITY - SMALL	8,111	10,142	8,625	8,959	X	To Fleet Pool
22108	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	8,594	10,051	9,607	9,417		
20111	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	9,900	10,008	8,408	9,439		
22125	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	11,295	10,019	7,758	9,691		
22115	1996 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	8,548	11,140	9,551	9,746		
20169	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		9,088	11,509	10,299		
22140	2002 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		13,455	7,944	10,700		
20066	1991 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	18,618	5,893	9,414	11,308		
20166	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT		7,456	16,402	11,929		
22146	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		12,340	14,373	13,357		
Number of Vehicles			Number with Fewer Than 3,600 Miles Average			Turned In		
30			3			3		



Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X" Comments
Port of Milwaukee							
20836	1991 PLYM ACCLAIM	CAR - (Mileage Unknown)					
22202	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	12,914	9,652	8,851	10,472	X To Fleet Pool
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average			Turned In		
	2	0			1		

Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
Sanitation								
23311	1987 CHEV CG21305	VAN - PASSENGER	251	381	418	350	X	Seasonal Pool
23309	1995 GMC TG21306	VAN - PASSENGER	848	744	1,208	933	X	Seasonal Pool
23307	1995 GMC TG21306	VAN - PASSENGER	1,782	821	514	1,039		Seasonal Pool
22658	1996 CHEV CK30943	TRUCK - PICKUPS - 2X4 + 4X4	1,688	2,214	1,437	1,780	X	To Fleet Pool
22863	1989 GMC TR31003	TRUCK - PICKUPS - 2X4 + 4X4	1,830	2,167	1,879	1,959	X	Seasonal Pool
22321	1991 DODGE D350	TRUCK - PICKUPS - 2X4 + 4X4	2,346	2,051	1,491	1,963	X	To Fleet Pool
22723	1989 CHEV 2500	TRUCK - PICKUPS - 2X4 + 4X4	4,834	2,332	403	2,523	X	To Fleet Pool
22336	1992 GMC TK20903	TRUCK - PICKUPS - 2X4 + 4X4	4,131	1,958	1,555	2,548	X	To Fleet Pool
22307	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	4,466	2,781	1,374	2,874	X	To Fleet Pool
20165	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT						
22302	1990 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	3,004	2,550	3,610	3,080		Avg. mileage below 3,600-monitor use.
22708	1988 GMC TC30903	TRUCK - PICKUPS - 2X4 + 4X4	4,465	4,091	3,801	4,119		Combine with former users of 22321
20086	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	2,799	7,768	3,609	4,725		
22346	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	9,018	2,889	3,159	5,022	X	To Fleet Pool
22337	1992 GMC TK20903	TRUCK - PICKUPS - 2X4 + 4X4	6,404	4,677	5,046	5,376		
22101	1994 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	5,524	1,816	8,825	5,388		
22385	2000 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	8,009	4,855	3,799	5,554		
20092	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	5,914	7,218	3,629	5,587		
20146	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	7,663	4,271	4,855	5,596		
22094	1993 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	14,061	2,813	163	5,679	X	To Fleet Pool - Pull temperature sensor
22096	1993 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	12,704	1,987	3,274	5,988	X	To Fleet Pool
20116	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	4,062	6,055	8,529	6,215		
22381	2000 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	7,003	8,819	4,463	6,762		
20136	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	6,425	7,370	6,970	6,922		
20109	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	3,592	5,342	12,358	7,097		
22149	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		5,395	8,807	7,101		
22382	2000 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	10,372	6,721	4,500	7,198		
22148	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		5,030	9,868	7,449		
22383	2000 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	13,685	4,776	3,920	7,460		
22345	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	11,691	5,560	5,249	7,500		
22145	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		6,970	8,616	7,793		
22356	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	10,721	8,584	4,339	7,881		
20141	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	8,163	8,528	7,020	7,904		
22344	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	8,608	8,942	6,959	8,170		
20120	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	6,932	9,719	8,117	8,256		
22396	2003 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4		6,337	10,236	8,287		
22103	1994 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	8,412	14,617	3,183	8,737	X	To Fleet Pool
22384	2000 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	9,137	10,380	7,409	8,975		

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
20142	2000 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	10,014	9,068	8,191	9,091		
20126	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	9,082	8,412	10,217	9,237		
22384	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	10,592	8,842	8,495	9,310		
22104	1994 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	10,183	11,503	7,765	9,817		
22130	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	8,608	10,872	10,700	10,060		
22129	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	11,590	8,746	9,981	10,106		
22141	2002 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4	4,511	9,826	16,621	10,319		
22114	1996 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	6,367	16,727	7,980	10,358		
22355	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	14,842	13,329	4,558	10,910		
22127	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	9,817	10,674	12,263	10,918		
22361	1996 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	12,908	10,174	9,830	10,971		
22131	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	12,823	10,141	10,554	11,173		
22112	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	10,941	11,491	11,095	11,176		
22393	2002 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4	8,843	11,655	13,036	11,178		
22143	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		10,546	11,926	11,236		
22206	1996 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	9,979	13,833	11,213	11,675		
22132	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	13,073	12,774	10,137	11,995		
22128	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	12,616	11,399	12,197	12,071		
22120	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	9,914	10,054	16,588	12,185		
22138	2001 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	6,555	15,346	15,206	12,369		
22375	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	13,825	11,367	12,295	12,496		
22373	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	12,276	11,263	14,313	12,617		
22126	2000 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	11,829	13,315	12,787	12,644		
22374	2000 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	16,180	6,087	16,506	12,924		
22144	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		14,296	11,702	12,999		
22142	2003 CHEV CS10653	TRUCK - PICKUPS - 2X4 + 4X4		10,588	17,034	13,811		
22117	1997 GMC TS10653	TRUCK - PICKUPS - 2X4 + 4X4	12,620	15,914	13,662	14,065		
22352	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	15,813	13,584	13,600	14,332		
22380	2000 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	17,007	12,877	13,396	14,427		
22394	2002 GMC TC25903	TRUCK - PICKUPS - 2X4 + 4X4		13,979	15,885	14,932		
22054	1989 GMC S15	TRUCK - PICKUPS - 2X4 + 4X4	4,829	6,809	101,649	37,762		
	Number of Vehicles	Number with Fewer Than 3,600 Miles Average	Turned In					
	69	11			12			

Passenger Vehicle Mileage
Three-Year Average

2002 - 2004

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
	Water							
22330	1991 DODGE W350	TRUCK - PICKUPS - 2X4 + 4X4	374	186	197	252		Special use vehicle-snow plowing, etc.
20108	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	901	2,677	1,062	1,547	X	To Fleet Pool
20354	1987 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	1,597	2,500	1,527	1,875	X	To Fleet Pool
22479	1992 GMC 2500	TRUCK - PICKUPS - 2X4 + 4X4	1,909	1,464	3,030	2,134		Linnwood maintenance mechanics-limited miles
20910	1996 BUICK CENTURY WAG	CAR - INTERMEDIATE	2,352	2,656	1,735	2,248		Linnwood Plant transportation-limited miles
20834	1991 PLYM ACCLAIM	CAR - COMPACT + SUBCOMPACT	1,717	2,972	2,524	2,404		Howard Plant transportation-limited miles
22388	2001 GMC TK25903	TRUCK - PICKUPS - 2X4 + 4X4	1,940	2,738	2,977	2,552		
22836	1991 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	2,825	2,381	2,529	2,578	X	To Fleet Pool
23013	1988 CHEV CG21305	VAN - UTILITY - SMALL	4,601	2,858	522	2,660	X	To Fleet Pool
20134	1997 PLYM NEON	CAR - COMPACT + SUBCOMPACT	3,206	2,096	2,842	2,715		Vacancy (Safety Supv.) monitor use
20827	1989 PLYM RELIANT	CAR - INTERMEDIATE	2,614	3,949	1,599	2,721	X	To Fleet Pool
24134	1995 GMC TT10506	SUV + CARRYALL	2,663	2,135	3,746	2,848		Avg. mileage below 3,600-monitor use.
20949	1990 CHEV CELEBRIT 4DR	CAR - INTERMEDIATE	3,218	4,320	1,496	3,011	X	To Fleet Pool
22390	2002 FORD F350	TRUCK - PICKUPS - 2X4 + 4X4	5,323	3,522	2,939	3,231		
20097	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	4,965	2,500	2,361	3,395	X	To Fleet Pool
20911	1996 BUICK CENTURY WAG	CAR - INTERMEDIATE	2,794	4,013	4,341	3,716		Combine with users of turned-in vehicles
22347	1995 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	3,370	4,570	3,142	3,856		2004 mileage below 3,600-monitor use.
22395	2003 FORD F250HD	TRUCK - PICKUPS - 2X4 + 4X4	5,300	3,159	5,531	4,020		
24128	1995 GMC TT10516	TRUCK - PICKUPS - 2X4 + 4X4	3,341	2,032	4,812	4,048		
22351	1995 GMC TC20903	TRUCK - PICKUPS - 2X4 + 4X4	5,778	3,804	5,644	4,263		
20855	1994 PONT GRAND AM 4DR	CAR - INTERMEDIATE	4,310	3,363	3,767	4,303		
22646	1988 CHEV CC20903	TRUCK - PICKUPS - 2X4 + 4X4	4,598	3,738	4,905	4,318		
20152	2001 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	3,924	4,449	3,991	4,346		
24139	1996 CHEV CT10506 4DR	TRUCK - PICKUPS - 2X4 + 4X4	5,401	4,686	4,721	4,444		
22838	1992 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	4,818	5,381	3,063	4,615		2004 mileage below 3,600-monitor use.
20914	1996 BUICK CENTURY WAG	CAR - INTERMEDIATE	4,766	4,992	4,117	4,642		
22865	1992 GMC TC31403	TRUCK - PICKUPS - 2X4 + 4X4	4,061	5,136	4,142	4,681		
20856	1994 PONT GRAND AM 4DR	CAR - INTERMEDIATE	3,970	4,178	6,049	4,763		
22866	1992 GMC TC31403	TRUCK - PICKUPS - 2X4 + 4X4	5,527	4,198	4,198	4,863	X	To ZMB Pool, DPW Management, from L. Daniels
20161	2003 FORD FOCUS	CAR - COMPACT + SUBCOMPACT	4,968	4,968	5,938	4,959		
24129	1995 GMC TT10516	TRUCK - PICKUPS - 2X4 + 4X4	5,858	4,947	4,699	5,168		
22113	1995 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	4,504	6,830	4,545	5,293	X	To Fleet Pool
20096	1992 PLYM SUNDANCE 4DR	CAR - COMPACT + SUBCOMPACT	1,715	1,338	12,924	5,326		
22097	1993 CHEV CS10603	TRUCK - PICKUPS - 2X4 + 4X4	5,928	3,896	6,895	5,396		
24149	2003 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4	5,625	5,237	5,055	5,407		
20951	1995 CHEV CAPRICE	CAR - FULL SIZE	5,064	5,064	5,709	5,466		
22389	2002 GMC TK25953HD	TRUCK - PICKUPS - 2X4 + 4X4	4,065	4,065	7,084	5,575		
24151	2003 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4						

Passenger Vehicle Mileage
Three-Year Average

Equip #	Year-Make-Model	Description	2002	2003	2004	3-Year Average	"X"	Comments
24138	1996 CHEV CT10506 4DR	TRUCK - PICKUPS - 2X4 + 4X4	4,746	5,731	6,287	5,588		
22116	1996 GMC TS10603	TRUCK - PICKUPS - 2X4 + 4X4	6,244	6,207	4,412	5,621	X	To Fleet Pool
22388	2000 GMC TK30903	TRUCK - PICKUPS - 2X4 + 4X4	6,018	5,876	6,227	6,040		
24130	1995 GMC TT10516	TRUCK - PICKUPS - 2X4 + 4X4	6,322	5,551	6,418	6,097		
22840	1992 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	6,053	7,655	5,880	6,529		
24121	1993 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4	8,419	6,999	6,258	7,225		
24145	2001 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4	8,978	7,482	6,716	7,725		
22315	1990 CHEV CK20903	TRUCK - PICKUPS - 2X4 + 4X4	1,071	20,107	2,368	7,849		To Fleet Pool after Tower project completed
24136	1996 CHEV CT10516 2DR	TRUCK - PICKUPS - 2X4 + 4X4	7,408	7,429	8,914	7,917		
20913	1996 BUICK CENTURY WAG	CAR - INTERMEDIATE	8,045	8,458	7,289	7,931		
24132	1995 GMC TT10516	TRUCK - PICKUPS - 2X4 + 4X4	7,141	12,549	4,491	8,060		
24127	1995 GMC TT10516	TRUCK - PICKUPS - 2X4 + 4X4	11,063	9,644	4,087	8,265		
20133	1995 CHEV CAVALIER 4DR	CAR - COMPACT + SUBCOMPACT	10,838	9,928	4,131	8,299	X	To Fleet Pool
24148	2002 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4	5,823	11,378	8,444	8,548		
23238	1995 GMC TG31305	VAN - UTILITY - SMALL	18,451	3,395	4,487	8,778	X	To Fleet Pool
24131	1995 GMC TT10516	TRUCK - PICKUPS - 2X4 + 4X4	10,523	7,442	8,447	8,804		
24146	2001 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4	9,202	9,333	8,000	8,845		
22839	1992 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	10,955	9,137	7,661	9,251		
24140	1997 CHEV CT10506 4DR	TRUCK - PICKUPS - 2X4 + 4X4	8,154	12,152	8,074	9,460		
24137	1996 CHEV CT10516 2DR	TRUCK - PICKUPS - 2X4 + 4X4	9,649	9,323	9,613	9,528		
24150	2003 CHEV CT10506	TRUCK - PICKUPS - 2X4 + 4X4		8,115	12,068	10,092		
24133	1995 GMC TT10506	TRUCK - PICKUPS - 2X4 + 4X4	9,417	11,016	9,965	10,133		
20912	1996 BUICK CENTURY WAG	CAR - INTERMEDIATE	12,205	9,740	10,851	10,932		
22848	1993 GMC TC31003	TRUCK - PICKUPS - 2X4 + 4X4	12,335	11,213	10,368	11,305		
24135	1995 GMC TT10506	TRUCK - PICKUPS - 2X4 + 4X4	15,656	12,596	9,464	12,572	X	To Fleet Pool
20909	1996 BUICK CENTURY WAG	CAR - INTERMEDIATE	6,702	12,473	19,148	12,774		
24141	1997 CHEV CT10506 4DR	TRUCK - PICKUPS - 2X4 + 4X4	16,907	14,044	7,738	12,896		
20954	2000 PLYM VOYAGER	VAN - PASSENGER	14,539	13,996	16,903	15,146		
24142	1997 CHEV CT10506 4DR	TRUCK - PICKUPS - 2X4 + 4X4	16,968	17,200	15,928	16,699		
Number of Vehicles			Number with Fewer Than 3,600 Miles Average			Turned In		
67			15			13		



EXHIBIT E

VEHICLE USE MANUAL

Department of Public Works

Fleet Services

April 29, 2005

Introduction

Information regarding proper use of City owned vehicles is brought together from various sources this reference guide. It is always implied that the City, County, State, and Federal laws governing the operation of motor vehicles will apply to all drivers at all times. This includes, but is not limited to, regulations concerning traffic laws, accident responsibilities, CDL license requirements, vehicle weight restrictions, etc. Some of these issues may be addressed here, but this guide in no way is intended to cover all laws and regulations surrounding vehicle operation.

Sources for this guide, and sections reproduced herein, include:

- City Of Milwaukee Charter, Section 3.30(2)
- City Of Milwaukee Code of Ordinances, Section 350, Subchapter 9, 350-181 through 350-187
- Department of Public Works Policies and Procedures, Section No. VI, Memos 2, 3, 4, 5, 6, and 7 Revised 5-1-2001
- Buildings & Fleet Division FLEET SAFETY MANUAL published October 4, 1996

City Of Milwaukee Charter

Section 3.30(2)

Duties and Authority of City Officers 3-28

said city in inspecting checks to pay bearing handwritten signatures. (S. 1, 2 and 3, Ch. Ord. 108, Jan. 2, 1940.)

3-28. Expenditures When Legality is Questioned. Any city official of any city, no matter how organized, who is holding money in his official capacity, or any city official who has authority to countersign may, if informed in writing by the city attorney when demand is made for the money or demand is made that he countersign a resolution or ordinance involving the expenditure of money, that doubt exists in regard to the legality of the resolution or ordinance passed involving the expenditure of money, immediately refuse to act further in such matter until such matter is determined by the courts, and no costs shall be taxed against the party himself, but in case any costs shall be taxed, or damages, in case any damages shall be provided, are awarded, they shall be paid by the city. (S. 925-260m Stats., 1913.)

3-29. Commissions and Fees Prohibited. 1. AFFIDAVIT REQUIRED. No officer or employe of the city of Milwaukee shall receive any premium, commission, fee or other thing of value on account of the sale or furnishing of any bond, undertaking, policy of insurance, or contract of indemnity, guaranty or suretyship to the city or to any of its officers, boards, or commissions or to any person, firm or corporation in connection with any contract to which the city or any of its officers, boards or commissions may be a party in interest. The attorney in fact or agent of any bonding or insurance company furnishing any bond, undertaking, policy of insurance or contract of indemnity, guaranty or suretyship shall sign and furnish an affidavit setting forth that no city official or city employe has any interest, directly or indirectly, or is receiving any premium, commission, fee or other thing of value on account of the sale or furnishing of the bond, undertaking, policy of insurance or contract of indemnity, guaranty or suretyship to the city. (Ch. Ord. 43, June 15, 1931.)

2. VIOLATIONS. Any violation of sub. 1 shall constitute malfeasance in office and any officer or employe of the city found guilty thereof shall thereby forfeit his office or position. Charges in writing against any officer, duly sworn to by any taxpayer or elector of the city, may be filed with the common council, and thereupon such proceedings shall be had as

are now provided for by charter in cases of impeachment of officers, and if such officer is found guilty by the common council of violation of sub. 1 his office shall be declared vacant by the common council and he shall not be eligible to appointment or election to fill the vacancy so created or to hold any other position or office in the city government for the period of 12 months thereafter. Charges against any employe of the city may be made in like manner and filed with the board of civil service commissioners, and thereupon such proceedings shall be had as are now provided by law in the case of appeals from discharge. If such employe is found guilty by said board of violations of sub. 1 his position shall be declared vacant and he shall not be eligible to appointment or employment by the city of Milwaukee for the period of 12 months thereafter. (Ch. Ord. 31, Sept 24, 1928.)

3-30. Prohibited Practices 1. No officer or head of any department of the city government shall during regular working hours employ or use any city employe for any private purpose whatsoever.

2. No officer or head of any department or employe of the city government, unless specially authorized by the common council, shall use any city owned apparatus or equipment for any private purpose whatsoever.

3. No officer, agent, or employe of the city government shall be retained or employed by any common carrier or by any public utility corporation except such public utilities as are owned by the city or by any other municipal corporation, except in such cases where the disqualification of this section is specially waived by resolution of the common council.

4. No officer, member of any commission, agent or employe of the city shall in connection with the purchase or sale of any land by the city be retained or employed by any purchaser or owner thereof or act as agent or broker for such owner or purchaser or receive any fee or commission or any other thing of value from such owner or purchaser.

5. No officer, agent or employe of the city (except assessors while engaged at their official duty as required by law) shall appraise or assess for any city purpose any real or personal property in which such city officer, agent or employe has any direct or indirect pecuniary interest.

City Of Milwaukee Code
of Ordinances, Section 350

Subchapter 9

350-181 through 350-187

SUBCHAPTER 9
TRANSPORTATION AND TRAVEL

350-181. Authorized Travel Regulations and Procedures. 1. DEFINITIONS. In this section:

a. "Convention" means a meeting of the membership of a large career or occupation oriented group or association, which occurs on a regularly recurring basis, such as annually, bi-annually or semi-annually. A convention will generally possess most of the following characteristics:

a-1. Is attended by members of the organization, who are ordinarily charged annual dues.

a-2. Is generally held in a different city each year, thus ordinarily requiring travel and lodging expenses.

a-3. May involve a registration fee.

a-4. Usually involves a general session, several more specific workshops, a dinner and a reception.

a-5. Can vary in geographic emphasis, i.e., national, regional, state or a combination thereof.

b. "Official or employe" means a person appointed or elected to a position in the city government, who is paid for their services by city payroll check or a public member of a city board or commission eligible for expense reimbursement from the city.

c. "Other city business travel" means travel to attend a seminar or other travel which is undertaken by a city official or employe in order to carry out duties devolving on a department or agency, which have been assigned thereto by the city charter, code or resolution of the common council or at the request or direction of the mayor. Training courses funded by department appropriation which require out-of-city travel also fall within this category.

d. "Seminar" means a training course provided by a person or agency who is not an employe, department or agency of the city. The location at which the course is offered can vary from as local as city hall or as far away as the continental boundaries of the United States. It shall not include courses covered by the city's tuition reimbursement program, training commonly referred to as "on-the-job training" and training courses funded by a departmental budget appropriation provided for training purposes.

2. AUTHORIZATION. a. The following out-of-city travel requires common council approval:

a-1. All conventions.

a-2. All travel by members of the common council.

a-3. Any travel to be paid from the common council contingent fund. It is the policy of the common council and mayor that, in the ordinary course of business, departments should budget for travel expenses from departmental accounts. Use of the common council contingent fund for travel will only be approved under extraordinary circumstances where a department can demonstrate that travel was essential and unanticipated and that departmental funds are not available for such travel.

b. All other travel for which budgeted funds are available shall require the approval of the respective department head.

3. CONVENTIONS. a. Eligibility.

a-1. No more than 2 persons from the same city department or a division of the department of public works shall be authorized to attend the same convention. Exceptions to this policy may be made on a case by case basis only when special circumstances are presented or when the city of Milwaukee is the host.

a-2. Authorization to travel may be designated to the department or bureau staff with the attendee to be determined by the department or bureau head.

a-3. The maximum number of yearly conventions to be authorized to each city department or department of public works division shall not exceed the guidelines established by the committee on finance and personnel. In addition, each department or department of public works division may be authorized no more than 2 additional employes to attend one convention each in Wisconsin or the Chicago area within a given year.

a-4. No more than 2 board or commission members per year from the same board or commission shall be authorized to travel, either to the same or different conventions.

a-5. Both the department head and the first assistant or deputy shall not be authorized to undertake out of city travel on city business during the same period of time. Exceptions to this policy may be made on a case-by-case basis.

b. Request Procedures.

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b-1. Requests shall be submitted once per year, prior to November 15, for all conventions anticipated to be attended in the next year. Except as provided in subd. 3, such requests shall be submitted to the department of administration on forms prescribed by that department. Only requests which have been approved by the respective department head or chair of a board or commission as being necessary in the city's best interests and in compliance with the eligibility restrictions and guidelines cited in par. a, shall be considered for authorization. The department of administration shall prepare the necessary resolutions to authorize convention attendance. The estimated costs of each convention to be included in the resolution shall be computed by the department to assure uniformity and prudence in the allocation and expenditure of public funds for this purpose.

c-2. Requests for attendance at conventions submitted after November 15 each year shall be considered only if there is an extraordinary reason for their necessity. Such requests are to be submitted directly to the common council by letter, citing the completed convention request form.

c-3. Requests for convention attendance by the mayor and members of the common council shall be submitted directly to the common council on an as needed basis during the year. Attendance shall be authorized by resolution adopted by the common council.

c-4. Substitution of a different convention from the one that has been previously authorized shall require a new authorization by resolution. Such substitution shall be requested by letter to the common council citing the reasons for the change. Changes in the location of a convention or dates held shall not require further authorization provided additional funding is not requested.

4. OTHER TRAVEL. Requests by common council members for authorization for other city business travel and any requests for travel to be paid from the common council contingent fund shall be submitted to the city clerk. The city clerk shall process such requests, including preparation of the necessary resolutions for adoption by the common council.

5. ADVANCE OF FUNDS. a. No advance of funds for travel expenses shall be

made unless such travel has been authorized under this section. Advances of funds for travel expenses shall be made by city accounts payable check from a properly audited request for advance form, signed by the officer or employe requesting advance of funds and a control group register and voucher approved by the department head or delegated representative.

b. Accounts payable checks for advances of funds for travel expenses may be issued to transportation agencies for transportation tickets, lodging establishments for lodging deposits, or to the organization in charge of a convention or training program for registration fees.

c. The amount stipulated in the authorizing resolution shall serve as authorization for the city accounts payable check to be issued to make the necessary dollar advances for such purposes in context with the properly executed request for advance form.

6. REIMBURSEMENT. a. For travel authorized under this section, the city shall pay or reimburse:

a-1. For required registration expense incurred and reported by the attendee, provided a receipt is provided.

a-2. For actual expense incurred and reported by the attendee up to but not exceeding round trip airline coach fare, unless the airline certifies that no coach fare is available. In such a case, a certificate is required. A receipt or other verification form is required if public transportation is used. The choice of transportation to be used, including use of a personal automobile, shall be at the option of the respective official or employe. However, the amount of time to be allowed for travel shall be determined by the respective department head. If a personal automobile is used, reimbursement shall be in accordance with s. 350-183.

a-3. For actual expense incurred and reported up to but not exceeding the single rate for a standard hotel room for the number of days of actual attendance at the involved convention or seminar, or for other city business travel, but not to exceed 5 days, provided a receipt is provided. Exceptions to this policy may be made on a case by case basis.

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a-4. The city shall pay or reimburse for actual miscellaneous expenses incurred and reported up to but not exceeding \$50 per day for the number of days of actual attendance plus one.

b. The city comptroller is authorized to approve individual variances between the estimated amount established for travel and the actual reimbursement in context with par a. This can be done without the need for amendments to the itemized amounts contained in the original authorizing resolution, except that if the total funding provided in the resolution appears inadequate to fund all authorized travel contained therein, the comptroller shall initiate a supplemental funding request by resolution in a timely manner to prevent overexpenditure before such funding is provided by resolution.

c. Whenever an advance of funds has been made for travel authorized under this section, the official or employe receiving the advance shall within 15 days after returning to the city file documentation to repay the city for the full amount of the advance. In order for the officer or employe to repay the full amount of advance the person shall:

c-1. File with the city comptroller an itemized statement of actual and necessary expenses. If the travel involved attendance at a convention or seminar, a copy of the convention or seminar program or agenda shall also be submitted.

c-2. Make full settlement of the travel advance to the city treasurer within 5 working days after receiving notification from the city treasurer that the city comptroller has issued a check made payable to the city treasurer or the official or employe, or both, for the actual and necessary expenses.

d. The procedure in par. c shall be followed unless the official or employe chooses to repay the full amount of the advance to the city treasurer prior to submitting an itemized statement of expense and prior to expiration of the 15-day limit. The city treasurer shall, if the documentation is not filed within 15 days after the date of return to the city, retain out of the next salary due the employe the full amount of the advance made for travel until the official or employe has complied with this section.

7. **REPORTS.** Each person who attends an authorized convention or similar

activity shall be prepared to submit, either in writing or orally, a report concerning the specific benefits derived from attendance to the department head or to the common council committee on finance and personnel upon request.

9. **GUIDELINES.** The department of administration may issue guidelines relating to procurement of transportation, lodging, meals, automobile rentals and other travel arrangements consistent with this section. Such guidelines shall be approved by the common council.

10. **EXEMPTIONS.** a. This section does not apply to the city's legislative activities which are authorized and shall be accounted for pursuant to s. 304-11.

b. This section does not apply to travel undertaken by the mayor or common council president, if the travel expense is charged to their respective special expense funds, in which case such travel shall be deemed authorized.

350-183. Private Transportation Reimbursement. 1. **AUTHORIZATION.** Proper city officers are authorized to reimburse city officials and employes occupying positions designated in the positions ordinance as being eligible to be paid for the use of their private automobiles on city business when at the discretion of the department head it is necessary that such automobiles be used on city business.

2. **REIMBURSEMENT.** Reimbursement is to be made from funds available to the respective departments for bills rendered, audited and certified for payment as are other bills of the city.

3. **MILEAGE REPORT.** The authorized employe or official incurring mileage on his private automobile in the conduct of official business for the city of Milwaukee shall submit a record of mileage incurred on city business during the month and attest to the accuracy of such mileage on a form approved by the city comptroller.

4. **APPROVAL.** a. The department head of the agency for which the private automobile expense was incurred shall approve and attest to the accuracy and reasonableness of each mileage report submitted.

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b. All private automobile reimbursement payments to employes exceeding 1,000 miles monthly shall be concurred by the finance and personnel committee before payment is made.

5. **INSURANCE.** The authorized employe or official using his private automobile in the conduct of city business shall have at least the minimum insurance coverage prescribed by state law and shall have declared the use of his automobile on city business to his insurance company to protect the city's interests. It shall be the responsibility of his department head to see that the employe is adequately covered by such insurance before he approves the use of a private vehicle on city business and reimbursement for such use.

6. **POSITIONS AUTHORIZED.** In the event that a position for which private automobile reimbursement is authorized is filled by an incumbent classified at a lower level, private automobile reimbursement is authorized under the same conditions that apply to the authorized positions.

7. **RATE SCHEDULE. a. General.** Mileage incurred on official city business by an employe or official authorized to be reimbursed for use of his or her private automobile, excluding certain city officials designated in sub. 8-b, members of the common council who shall be reimbursed as provided for in sub. 8, and management pay plan employes under certain circumstances as provided for in par. b-6., shall be made once per month based on the following rate schedules:

a-1. Rates for Employes Excluding Management and Nonmanagement/ Nonrepresented Employes; Public Health Nurses; and those represented by District Council #48, AFSCME, AFL-CIO or Technicians, Engineers and Architects of Milwaukee.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0	134	\$ 29.00
(Flat Amount)		
135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	600	170.59
601	700	200.69
701	800	228.19
801	900	255.69
901	1,000	281.59
1,001	1,100	307.49
1,101	1,200	333.39
1,201	1,300	359.29
1,301	1,400	383.69
1,401	and over	408.09

PLUS ADDITIONAL RATE PER MILE

Miles	Rate Per Mile	From	To
0		0	134
46.5		135	200
42.4		201	300
35.5		301	400
33.0		401	500
30.1		501	600
27.5		601	700
27.5		701	800
25.9		801	900
25.9		901	1,000
25.9		1,001	1,100
25.9		1,101	1,200
24.4		1,201	1,300
24.4		1,301	1,400
24.4		1,401	and over

a-2. **Public Health Nurse Mileage Rates.** Effective January 1, 2005, an employe represented by the Staff Nurses' Council who is required to have a private automobile for use on city business shall receive a base amount of \$40 per month. The city shall reimburse such employe at the rate of \$.21 per mile for monthly miles driven between one and 200 miles, and \$.36 per mile for monthly miles driven in excess of 200 miles per month.

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a-3. Rates for Employees represented by District Council #48, AFSCME, AFL-CIO.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0 (Flat Amount)	134	\$ 29.00
135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	and over	170.59

PLUS ADDITIONAL RATE PER MILE

Miles	From	To
Rate Per Mile		
0	0	134
46.5	135	200
42.4	201	300
35.5	301	400
33.0	401	500
32.5	501	and over

a-4. Rates for Management and Nonmanagement/Nonrepresented Employees.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0 (Flat Amount)	134	\$ 29.00
135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	and over	170.59

PLUS ADDITIONAL RATE PER MILE

Miles	From	To
Rate Per Mile		
0	0	134
46.5	135	200
42.4	201	300
35.5	301	400
33.0	401	500
31.0	501	and over

a-5. Technicians, Engineers and Architects of Milwaukee.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0 (Flat Amount)	134	\$ 29.00
135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	and over	170.59

PLUS ADDITIONAL RATE PER MILE

Miles	From	To
Rate Per Mile		
0	0	134
46.5	135	200
42.4	201	300
35.5	301	400
33.0	401	500
32.5	501	and over

a-6. Hydrant Service Workers. Effective December 1, 1995, a hydrant service worker who is required to have a private automobile for use on city business shall receive a base amount of \$40 per month. The city shall reimburse such employe for mileage driven on city business at the rate of \$.20 per mile for monthly miles driven between one and 200 miles and \$.29 per mile for monthly miles driven in excess of 200 miles.

a-7. Public Library Custodial Workers. Effective December 1, 1995, a custodial worker who is regularly assigned to the branch libraries of the public library and who is required to have a private automobile available for use on city business shall receive a base amount of \$35 per month. In addition, the city will reimburse such employe for mileage driven on city business at the rate of \$.20 per mile for monthly miles driven between one and 200 miles and \$.29 per mile for monthly miles driven in excess of 200 miles.

b. Special Provisions. b-1. Payment of \$29 per month shall be made for any authorized monthly mileage which is greater than 0 miles but does not exceed 134 miles for that month

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with the exception of civil engineers I, II and III, public works inspectors I and II, and testing laboratory assistants I and II, employes in the department of neighborhood services, sanitarians, public health educators, health education assistant, nutritionists and dietary technicians in the health department, property appraisers and personal property appraisers I, II, III and IV in the tax department and clinic assistants; such classes are eligible for reimbursement on a special basis. Eligible positions other than those in the classes specified above shall receive \$13.35 per pay period (\$29 per month) to be administered on a monthly basis.

b-2. If the incumbents of civil engineer I, II and III classes are employed in such eligible classes for the full calendar year of 1985 and have received the \$13.35 payment for at least one pay period (or \$29 for at least one month) during the 1986 calendar year, the incumbents of these classes will be guaranteed payment for 17 pay periods at \$13.35 each (or 8 months at \$29 each) to be payable at the conclusion of the 1986 calendar year.

b-3-a. Certain employes represented by Milwaukee District Council No. 48, AFSCME, AFL-CIO, who are eligible for private automobile reimbursement shall receive a minimum monthly automobile reimbursement even though no actual miles may be driven as generated by the formula in sub. 7 as follows:

EMPLOYEES	MILEAGE
Department of neighborhood services	300 miles per mo.
Environmental health specialists and environmental hygienists in the health department	300 miles per mo.

b-3-b. An eligible employe who drives more than 300 miles as stated in subd. a in any one month shall receive reimbursement in accordance with sub. 7.

b-4. Clinic assistants who use their private automobiles on official city business shall receive a minimum monthly automobile reimbursement for 180 miles as generated in the formula in this subsection. Clinic assistants who drive more than 180 miles as stated above in any one month shall receive reimbursement in accordance with this subsection.

b-5. Eligible employes in the public works inspector I and II and inspection specialist and sidewalk repair technician and sidewalk repair supervisor classifications who drive at least one mile on authorized city business during a calendar month shall receive a minimum monthly automobile reimbursement for 201 miles based on the schedules in par. a-3. An eligible public works inspector I or II, or inspection specialist, or sidewalk repair technician or sidewalk repair supervisor who drives more than 201 miles in any one month shall receive reimbursement in accordance with the schedules in par. a-3.

b-6. Effective December 1, 1995, eligible employes in the property appraiser I, II, III, IV and V classifications and the personal property appraiser I, II, III and IV classifications in the assessor's office who drive at least one mile on authorized city business during a calendar month shall receive a minimum monthly automobile reimbursement for 250 miles based on the schedules in par. a-3. An eligible property appraiser I, II, III, IV or V or personal property appraiser I, II, III, IV or V who drives more than 250 miles in any one month shall receive reimbursement in accordance with the schedule in par. a-3.

b-7. Eligible employes in the public health educator, health education assistant, nutritionist and dietary technician classifications in the health department who drive at least one mile on authorized city business during a calendar month shall receive a minimum monthly automobile reimbursement for 175 miles based on the schedules in par. a-3. An eligible public health educator, health education assistant, nutritionist or dietary technician who drives more than 175 miles in any one month shall receive reimbursement in accordance with the schedules in par. a-3. Effective September 1, 2001, the provisions of this subdivision shall also apply to eligible employes in the program assistant classification who are assigned to the Keenan Health Center, the Northwest Health Center or the South Side Health Center.

b-8. Effective January 1, 1985, in circumstances where a management pay plan employe, by using the schedule under par. a-4, would be paid less than a subordinate bargaining unit employe for the same amount of miles driven, the management pay plan employe shall be entitled to automobile allowance equal to that granted to the bargaining unit employe by using the appropriate bargaining unit's rate schedule as specified by ordinance or labor contract.

8. COMMON COUNCIL MEMBERS. a. In order to provide transportation which is necessary

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and essential to the discharge of the official duties of the members of the common council, each member shall be entitled to a monthly reimbursement payment.

b. The monthly reimbursement rate shall be indexed annually on the basis of the private transportation component of the Consumer Price Index's U.S. City Average for Urban Wage Earners and Clerical Workers, published by the U.S. Bureau of Labor Statistics. The monthly transportation reimbursement rate shall be increased or decreased (rounded to the nearest dollar) on the basis of the percentage change (calculated to the nearest 1/10th of 1%) in the annual average index numbers for the immediately preceding two calendar years.

9. EXCEPTIONS. Employes or officials who make occasional, nonroutine trips outside the city on official business, but who are not specifically authorized by title in the positions ordinance to be reimbursed for private automobile mileage incurred on city business shall be covered by the following provisions:

a. City officers are authorized and directed, upon presentations of properly certified statements to reimburse employes or officials for properly authorized travel at the rates specified in sub. 7 except that on trips of less than the minimum base mileage, payment per mile shall be made at the rate calculated by dividing the base amount by the minimum base mileage.

b. If one person is traveling by car, the reimbursement for mileage shall not exceed coach air fare for the same trip; or, if 2 or more persons travel together in one car, reimbursement shall be for actual miles traveled in accordance with the schedule in sub. 7 and shall be paid to only one person traveling in the car.

c. On trips over 500 miles to destination, if 2 or more persons travel together in one car, the person (or persons) not granted mileage reimbursement may be reimbursed for up to 2 additional days for hotel and miscellaneous expenses upon filing properly certified statements. This reimbursement shall not exceed coach air fare.

d. If the conveyance is by means other than private automobile, reimbursement shall be on the basis of actual transportation expenses incurred.

e. The private automobile of the employe or official shall be covered by insurance as required in sub. 5.

350-185. Automobile Reimbursement; Withholding Taxes. 1. REPORTS REQUIRED. Each city officer or employe, excluding members of the common council, who is furnished a city-owned vehicle to provide transportation which is necessary and essential to the discharge of his official duties or who is reimbursed for expenses incurred in the use of his private automobile on city business as provided in s. 350-183 shall report as directed by the city comptroller to the city comptroller the official business mileage and personal mileage driven in city-owned vehicles or his privately owned vehicle. The use of a city-owned vehicle from the home or place of residence to the place of work and from the place of work to the home or place of residence and all other mileage not within the usual, regular or customary duties of the official or employe affected shall be deemed personal mileage. In doubtful cases, the city comptroller shall determine the nature of the mileage reported.

2. WITHHOLDING ON NONBUSINESS MILEAGE. The city comptroller shall annually, or as often as is necessary or appropriate, compile such data and calculate such mileage at the authorized rate per mile and determine the fair market value for the personal use of city-owned vehicles in accordance with applicable law and as is approved by the internal revenue service of the United States. Upon completion of such calculation and compilation, the comptroller shall withhold from the employe's paycheck such amounts as is required to comply with the tax liability of the city in accordance with the requirements of applicable federal, state, and FICA law and he shall add the required amount to the individual's W-2 form as added compensation. This amount shall not be part of the city of Milwaukee salary ordinance and shall not be included in the base for pension, group life or other fringe benefits based on salary.

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350-187. Odometer Readings of City Automobiles. 1. CERTIFIED STATEMENT.

Whenever there is established in the city budget an appropriation to cover allowances for operation and maintenance of automobiles owned by city officials or employes and used on city business, before such allowance shall be paid, such official or employe shall prepare such certified statements as are required, and containing such information as shall be deemed necessary by the comptroller. Such certified statements shall be submitted to the head of the employing agency, who shall check the statement for accuracy, and shall certify to same by his signature and shall prepare a payment form as prescribed by the city comptroller, which, together with the certified statement as approved, shall be forwarded to the comptroller for payment. The comptroller shall refuse to allow any payment unless certified information as required has been submitted.

2. REGULATIONS. Such automobile allowances shall conform to the conditions of all common council resolutions or city ordinances describing conditions under which the allowance shall or shall not be paid. In no case shall miles driven between the official's or employe's home and the location considered to be the base of operations be included as miles driven on city business.

[Pages 993 and 994 are blank]

Department of Public Works

Policies and Procedures

Section No. VI

Memos 2, 3, 4, 5, 6, and 7

Revised 1-5-2005

**POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS**

SECTION NO. VI — MEMO NO. 2

Subject: Injury Reporting Procedures

The Supervisors responsibilities are to ensure that the injured person is medically treated, that identified hazards are eliminated, and that the proper people are notified. An employee claiming an injury must complete an injury report form (EB-49).

A. Injury Reporting Responsibilities-Employee

1. Notify the supervisor immediately. In cases of serious injury, the supervisor will report the injury.
2. Seek medical attention. Employees must be granted the opportunity to obtain the medical attention of their choice.
3. Fill out an injury report. Employees should fill out the injury report form unless they request the supervisor to do so.
4. Submit the report to the supervisor.
5. All employees claiming an on-the-job injury must obtain medical attention on the day the injury occurs if any lost time is associated with that injury. The employee must provide the supervisor with proper medical documentation.
6. Report changes in medical status to the supervisor immediately.

B. Injury Reporting Responsibilities-Supervisor

1. Ensure that any employee has access to medical attention.
2. Eliminate any immediate hazardous conditions that may have caused the injury.
3. Notify the appropriate authorities of any potential hazards.
4. Fill out the injury report if requested by the employee.

5. Review and sign the injury report.
6. Fax the injury report form immediately to the Division's Safety Specialist.
7. Submit all medical documentation and changes in employee status to the Division's Safety Specialist and the appropriate manager.
8. In cases of willful violations of established safe work procedures, supervisors are responsible for bringing the violation to the attention of the manager for possible disciplinary action.

POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS

SECTION NO. VI — MEMO NO. 3

Subject: Vehicular Safety

Vehicle accidents result in injuries to DPW employees and damage to DPW vehicles. A DPW supervisor can reduce the number of vehicle accidents by doing the following:

1. Ensure that all employees have valid and appropriate Wisconsin Driver's or Commercial Driver's License.
2. Observe the driving habits of employees. Use retraining and discipline, as appropriate, to correct their driving deficiencies.
3. Enforce the safety rules concerning use of seat belts and the work rule prohibiting use or possession of alcoholic beverages or non-prescribed controlled substances.
4. Monitor safe use of equipment at the work site, i.e., trucks, backhoes, etc.

Driver retraining can be arranged through the Division's Safety Specialist.

POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS

SECTION NO. VI — MEMO NO. 4

Subject: Reporting Accidents Involving City Vehicles

A. Responsibilities-Vehicle Driver

1. Stop the vehicle; you must identify yourself and render assistance.
2. If someone is injured, call 911 or radio dispatch to request medical assistance.
3. Call the Fleet Dispatcher's Office at 286-5561 or radio dispatch immediately; they will conduct an accident investigation and tow your vehicle if necessary.
4. Ask for information from other driver - name, license number, make and model.
5. Call your supervisor or Division's Safety Specialist as soon as possible.
6. Do not discuss the accident with the other driver; show your license if requested to do so.

B. Responsibilities-Supervisor

1. Contact the Fleet Services Dispatcher (286-5561) or the Police Department if that has not already been done.
2. Interview the driver of the City vehicle and any other City employees present concerning the accident.
3. Assign the driver of the City vehicle to remain with the disabled vehicle until the tow truck arrives.
4. Review the accident. Counsel, discipline, retrain the employee as appropriate.

POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS

SECTION NO. VI — MEMO NO. 5

Subject: Smoking

Smoking is prohibited in all City-owned facilities, vehicles and shelter wagons. This policy represents concern for the health of all employees and the rights of non-smokers. It is the responsibility of DPW supervisors to explain and enforce this policy. DPW supervisors should be aware that smoking cessation classes are available through the City of Milwaukee Health Department.

POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS

SECTION NO. VI — MEMO NO. 6

Subject: City of Milwaukee Drug and Alcohol Policy

All Department of Public Works managers are responsible for enforcing the Department's drug and alcohol policy.

1983 Departmental Work Rule

"DPW employees shall not report to work under the influence of alcoholic beverages or controlled substances. DPW employees shall not drink alcoholic beverages or take non-prescribed controlled substances during work hours.

DPW employees who drive City vehicles or operate power equipment are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during working hours, including any lunch period or break, paid or unpaid.

The possession of alcoholic beverages or non-prescribed controlled substances in City vehicles or at the work site is prohibited.

Violation of this rule will result in disciplinary action up to and including discharge.

This rule reflect the Department's concern for a safe work place and a productive work force."

Employees with commercial driver's licenses (CDL) are required to adhere to the federally mandated program as outlined in CFR49 Part 40. The United States Department of Transportation requires managers of CDL employees to complete reasonable suspicion training as designated by the City of Milwaukee Designated Representative for the Alcohol and Drug Testing program.

If an employee is suspected of being unfit for duty, refer to SECTION NO. IV-MEMO 6.

POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS

SECTION NO. VI — MEMO NO. 7

Subject: Use of Cellular Telephones while Operating City Vehicles

The New England Journal of Medicine states that drivers who use cellular telephones are four times more likely to become involved in motor vehicle accidents during the time the phone was in use.

Cellular Telephone Use Policy:

1. Out-going calls shall be made when parked or stopped in a safe location. Remain stopped for the duration of the call.
2. When answering incoming calls, ask the caller to hold until you can come to a safe stop or offer to return the call once you are stopped/parked.
3. Use the voice-mail system feature available to all City-owned cellular phones when driving.
4. Employees with assigned City vehicles and who regularly receive cellular telephone calls while driving, request hands free attachment that can be mounted in your City car to facilitate your taking of incoming calls. Once the call is answered, you should safely pull the vehicle over and stop before continuing the call.
5. Cellular telephones provided by the City should be used for City business and emergencies only.
6. The use of privately owned cellular telephones while operating City vehicles or equipment is prohibited.

Buildings & Fleet Division

Fleet Safety Manual

Published October 4, 1996

DEPARTMENT OF PUBLIC WORKS
BUILDINGS & FLEET DIVISION

FLEET SAFETY MANUAL

October 4, 1996

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INTRODUCTION

It is the intent of this manual to set forth a comprehensive set of guidelines to be followed by Department of Public Works managers in making decisions relating to fleet safety issues. Included in this manual are reference materials, policies and procedures, and work rules which are necessary for handling fleet safety matters.

If at any time the policies and procedures are inconsistent with the City Service Commission rules or with the provisions of a collective bargaining agreement, those City Service Commission rules or the Agreement will prevail.

According to data provided by the National Highway Traffic Safety Administration (NHTSA), motor vehicle accidents kill 41,000 and injure 5.4 million people each year. Direct and indirect costs total \$693,836 per fatality and \$151,387 per injury per accident.

Effectively managing accidents through implementation of an effective safety program and the proper reporting of accidents can significantly reduce these expenses.

This manual attempts to outline a comprehensive accident management program with easy steps DPW and front line managers can follow to improve accident prevention. These include step-by-step procedures to follow when accidents occur, accident record keeping procedures, accident review, retraining/reevaluation and the disciplinary process, and the safe driver recognition program. Also included is information on field service assistance, fueling information, rules regarding the use and storage of city owned equipment and basic safety information and operating rules.

We are committed to the concept of a safe work place. The ultimate safety objective is to provide a safe and healthy work environment, as well as to encourage a safety conscious attitude among all employees. We believe the information provided herein will help our managers to promote this attitude throughout all City of Milwaukee Departments.

POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS

VEHICLE SAFETY

Vehicle accidents result not only in the basic costs due to physical damage, personal liability, and third party claims, but an injured employee and damaged DPW vehicle equals lost wages, vehicle repairs, medical expenses, legal fees, administrative expenses, disruption of service, lost revenues, and overtime paid for fill-in drivers. The following sections are part of a comprehensive effort to reduce fleet accidents.

I. FLEET SAFETY RESPONSIBILITY

- A. The mission of the Department of Public Works (DPW) Fleet Services Section is to acquire and make available to City agencies, a diverse fleet of light and heavy duty vehicles and equipment that are:
 - 1. Suitable to the needs of the users
 - 2. Available when users need them
 - 3. Reliable when being operated
 - 4. Safe to operate, and
 - 5. Economical to own, operate and maintain
- B. The Fleet Services Section also performs repair, maintenance, and other fleet services for City agencies which own their own vehicles.
- C. In addition to providing vehicles and equipment, the Fleet Services Section - Operations Unit provides trained equipment operators to agencies which need them.

1. Fleet Services - Operations also provides training services for its operators and, upon request, for operators from other City agencies on various types of heavy equipment.
 2. New hires and operators from other City agencies are provided truck driver evaluation, CDL pre-trip classroom and CDL pre-trip and road skills test, and snow plow training.
 3. Remedial training/reevaluation and defensive driver training is also provided when warranted by an employee's accident record or requested by his or her supervisor.
- D. The Fleet Services Section has prepared a standard set of rules for reporting fleet vehicle accidents, and provides on-site investigation of fleet accidents whenever possible as explained in this manual under Section VI: Fleet Vehicle Accidents.

II. GENERAL SAFETY RULES

- A. Proper protective safety gear is required for all employees of construction, laboring, and maintenance crews while performing their usual work duties.
- B. Drivers and equipment operators including truck drivers, driver/workers, and driver/loaders are covered by these rules.
- C. The Department of Public Works - General Safety Rule - Safety/Protective Gear (revised 4/96) and Department of Public Works (DPW) Major Departmental Work Rules (revised 4/96) regarding the use of protective and safety gear state:
 1. Safety Shoes. All employees will wear appropriate foot gear in satisfactory condition to provide necessary protection.
 2. Hardhats. Approved head protection (hardhat) is to be worn whenever working in or visiting areas where there is danger of being struck by falling objects, or of striking the head against objects or obstructions. Employees, except those assigned to boulevard maintenance, asphalt and crackfilling crews, and sanitation collection personnel including drivers and laborers, will wear hardhats outdoors at the work site and in buildings whenever hazards exist as determined by management.
 3. Safety Glasses. All employees will wear safety glasses or goggles when performing their regular work assignment. This applies to shops, storeskeeping, and inside maintenance personnel except custodial personnel.
 4. Safety Vests. Employees working in roadways and alleys will wear safety vests or T-shirts with high visibility reflective striping to increase their visibility to general traffic as well as to City vehicles on the job site. Employees working above or below ground, on or below bridges, or doing sanitation collection are exempt.

5. Safety (Seat) Belts. All DPW employees who drive or ride in vehicles, including their own personal automobiles, in the performance of their work are required to use their safety (seat and/or shoulder) belts. An employee assigned to an activity or crew who is required to get in and out of the vehicle a number of times in a given block, such as a Driver/Loader, is exempt while moving the vehicle on that block.
- D. Stereo/radio headphones are not allowed. For reasons of safety, productivity and public image, DPW employees are not allowed to wear stereo/radio headphones during work hours.
- E. Any reimbursement for safety gear will be made in accordance with the labor contracts. Whether an employee is reimbursed or not, the employee must wear the appropriate safety gear. Violators of these departmental safety rules will be subject to disciplinary action.
- F. Further general safety procedures can be found in the Safe Work Procedure (SWP) booklet located in the pocket at the rear of this manual.

III. MANAGEMENT/SUPERVISOR RESPONSIBILITIES

- A. Selection or promotion of employees into City jobs which involve driving or operating equipment shall require compliance with additional guidelines as stated under Section V: Driving Skills and Required Drivers' Licenses.
- B. Observe the driving habits of employees and reinforce safe driving techniques.
- C. Enforce safety rules concerning the use of seat belts.
 - 1. According to Wisconsin State Motor Vehicle Laws 347.48(2m)(a) "'Properly restrained' means wearing a safety belt approved by the department (of transportation)... and fastened in a manner prescribed by the manufacturer... (b) ...no person may operate that motor vehicle unless the person is properly restrained in a safety belt.
 - 2. Common Council Resolution "File Number 36-1585" directs all city departments to establish rules requiring all employees to wear safety belts for all on-the-job driving.
 - 3. ALWAYS SET A GOOD EXAMPLE BY BUCKLING YOUR SAFETY BELT.
- D. Enforce Department of Public Works (DPW) Major Departmental Work Rules (revised 4/96) and Wisconsin State Motor Vehicle Laws 346.63 concerning drinking and possession of alcoholic beverages, use or possession of controlled substances, and operating under the influence of intoxicant or other drug.
 - 1. Employees shall not report to work under the influence of alcoholic beverages or controlled substances.
 - 2. Employees are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during working hours, including any lunch period or break, paid or unpaid.

3. Possession of alcoholic beverages or non-prescription controlled substances in city vehicles or at work sites is prohibited.
 4. These rules reflect the department's concern for a safe work place and a productive work force. Violation of these rules will result in disciplinary action up to and including discharge.
- E. Operators and drivers having a Commercial Driver's License are covered by additional rules and regulations with regard to the use or possession of alcohol and/or controlled substances, and are subject to the City of Milwaukee's Drug and Alcohol Testing Policy.
- F. All employees hired or promoted into positions requiring a Commercial Driver's License (CDL) must be given a copy of and sign a receipt for the City of Milwaukee Drug and Alcohol Testing Policy and Driver Post-Accident Information Kit.
- G. Questions regarding the City's drug and alcohol testing policy can be referred to the City of Milwaukee Designated Representative or your Division Drug and Alcohol Testing Coordinator.

IV. THE USE AND STORAGE OF CITY VEHICLES AND EQUIPMENT

A. City and departmental policies and procedures governing the use and storage of city owned vehicles and equipment are as follows:

1. Rules of the Commissioner of Public Works Regarding the Use and Storage of City Owned Vehicles (revised March 1996) state:

- a. Employees using city owned vehicles shall:
 - (1) have in their possession the appropriate, valid operators license.
 - (2) obey all state and local ordinances pertaining to vehicle operation, including but not limited to safety belt use and rules of the road.
 - (3) follow all city rules pertaining to vehicle operation.
 - (4) be personally responsible for any penalties or fines incurred while operating city vehicles.

- b. Employees' use of city vehicles shall be limited only to official city business as provided by Milwaukee City Charter 3.30(2).
 - (1) Use of city vehicles for personal travel or business, including lunch and break periods, shall not be permitted, except as expressly authorized by the department and/or division head.
 - (2) Passengers shall be limited to city employees or others only as authorized by the department and/or division head.

- c. Drivers must report accidents and/or damage to any city vehicle to Fleet Services at 645-5561.

- (1) Reports must be made immediately when possible, or within 24 hours, unless extended by the Director of the Buildings and Fleet Division.
 - (2) Vehicles in need of repair must be turned in as directed.
- d. Regularly assigned drivers shall be issued an employee fuel card and shall be responsible for fueling the vehicle, checking the oil, washing, and taking the vehicle in to the Buildings & Fleet Division garage for regularly scheduled maintenance.
 - e. All city owned vehicles, except authorized take-home vehicles, shall be parked overnight at city owned indoor or outdoor facilities at the principal work location of the assigned driver.
 - f. Authorized take home vehicles shall be parked overnight with ignition key removed and the vehicle securely locked.
 - g. The Fleet Services Section shall maintain a current list of all vehicles, including the primary user, driver/operator, overnight parking location, and repair facility location.
 - h. Changes in the driver/operator or overnight parking location of any vehicle should be reported to the Fleet Services Manager in a timely manner by the head of the using division.
 - i. Department/Division heads shall be responsible for monitoring drivers under their jurisdiction to assure compliance with these and other equipment use rules.
 - j. Violations of these rules and other equipment use rules shall be considered cause for disciplinary action up to and including discharge. Violations shall be referred to the department/division head for investigation and follow-up.

2. Rules of the Commissioner of Public Works Regarding Short and Long Term and Seasonal Assignment of Passenger Vehicles from the Buildings & Fleet Division Motor Pool (revised 4/96)
state:

- a. City owned passenger vehicles marked as required by Sections 309-10 Milwaukee Code of Ordinances may be requisitioned from the Fleet Services Section by a city department for day or short term use provided the driver agrees to abide by these rules.
- b. If available, city owned passenger vehicles may be permanently assigned to an employee upon certification by the requisitioning department that three or more of the following criteria have been met:
 - (1) Employee is a department or division head or deputy.
 - (2) Employee is an elected official authorized auto allowance or vehicle by order of the Common Council.
 - (3) Employee is an appointed official, and vehicle is essential to carry out charter duties of office.
 - (4) Employee requires vehicle of special construction and equipment for exclusive use and assignment.
 - (5) Vehicle rental cost is funded in the budget of the user department/division.
 - (6) Vehicle is a condition of recruitment or labor negotiations.
- c. The Commissioner of Public Works may authorize Fleet Services to permit seasonal assignment of vehicles during period of demonstrated need.

- d. In certain instances the Commissioner of Public Works may authorize the Fleet Services Section to substitute an unmarked vehicle bearing municipal license, where in his judgement special consideration warrants.
- e. Out-of-town vehicles may be assigned when an employee is authorized to make a business trip within the state not to exceed 300 miles round trip. Trips to Chicago shall be permitted under this rule subject to prior notice and approval of the Fleet Services Section.
- f. Authorized business trips in excess of 300 miles round trip, or those requiring special capacity vehicles shall be arranged through private leasing by Fleet Services in cooperation with and at the expense of the using department.
- g. The Commissioner of Public Works will designate employees eligible for the take home vehicle privilege.
- h. All employees of the City having use of City vehicles, either with take home privilege or for job duties only, whether permanently assigned or pool, shall routinely travel various routes and report any problems observed to the proper department in a timely manner.
 - (1) Any problem may be reported from any city mobile phone by dialing *DPW
Or dial the following city extensions:
 - (2) Accident: city vehicle 5561
 - (3) Alley entrance not shovelled 3341
 - (4) Alley light out 3481
 - (5) Barricades: down, damaged, inadequate
 - (a) Bridges 3450
 - (b) Streets or sidewalks 3431
 - (6) Bridges
 - (a) Expansion plates unsafe 3450
 - (b) Gate/railing missing or damaged 3450

(c)	Graffiti	3450
(d)	Impact devices tipped or damaged	3450
(e)	Potholes in bridge deck	3450
(f)	Road settled at abutment	3450
(g)	Traffic gate problems	3450
(h)	Walk not shovelled	3450
(7)	Catch basins clogged, damaged, etc.	3427
(8)	Crosswalks not shovelled	3341
(9)	Dead animals	3341
(10)	Drainage problems	3427
(11)	Dumping, unlawful	3341
(12)	Flooding in roadways	3427
(13)	Hydrant, leaking	3710
(14)	Icy road conditions	3341
(15)	Leaks, valve, water	3710
(16)	Light poles damaged	3481
(17)	Litter, branches, debris, branches	3341
(18)	Overgrowth obstructing alley or walk	3595
(19)	Parking meter, malfunction, damage	3481
(20)	Pavement, broken, undermined	3427
(21)	Permit, street, violations	3435
(22)	Protruding iron in roadway	3431
(23)	Pushing snow into roadway	3341
(24)	Railroad, grade crossing problems	2451
(25)	Sidewalks dangerous, broken, not level	3431
(26)	Sidewalks unshovelled	3341
(27)	Signs missing, upside-down, wrong way	3481
(28)	Signs obstructed by tree foliage	3595
(29)	Snow islands	3341
(30)	Street light outages	3481
(31)	Telephone, City, Repairs	3481
(32)	Traffic signals, outage or knockdown	3481
(33)	Tree damage or vandalism	3595
(34)	Waste containers full	3341
(35)	Water main breaks	3710
(36)	Weeds noxious: lots, private property	3341
(37)	Weeds unsightly: boulevards, islands	3595

3. Fleet Services Section - Rules for Operators and Drivers - (revised 4/96) state:

- a. All operators of city vehicles or equipment must have the appropriate valid Wisconsin driver's license in his or her possession at all times.
- b. Equipment must be inspected by the operator daily; before, during, and after operation. Malfunctions shall be reported to the Fleet Services - Repair Unit before they result in serious damage, equipment failure, or accident.
- c. At the beginning of his or her work shift, every operator will be responsible for performing a thorough pre-trip inspection and completing a Pre-trip Inspection Form which must be submitted to his or her supervisor each day.
- d. This form shall cover all inspection areas of a thorough pre-trip inspection including, but not limited to the following:
 - (1) Walk around the vehicle to check for flat tires, fluid leaks, clean windshield, clearance, hazardous conditions, and damage. Report any damage immediately.
 - (2) Check oil, all lights, windshield wipers, horn, steering, and brakes.
 - (3) Adjust mirrors for visibility and adjust seat for access to controls. Fasten your seat belt and adjust for a snug fit.
 - (4) Start the engine and check all instruments and gauges. Shut engine off immediately if gauges give any indication of low or no oil pressure.

- (5) **Check brakes** before leaving the parking area. Drivers must know the type of braking system on their vehicles, and understand the proper operation of each type.
- (a) Pump hydraulic brakes to avoid skidding during stops on slippery roads.
 - (b) Firmly apply Anti-lock Braking System (ABS) brakes: they will pump themselves.
 - (c) Air brakes are provided on vehicles where heavy braking capacity is required. You must possess a Commercial Drivers License without an air brake restriction prior to operating a vehicle equipped with air brakes.
 - i) The best braking can be obtained by gradually applying the brakes until the required amount of stopping power is achieved.
 - ii) Do not pump the brake pedal during normal stopping conditions.
 - iii) Do not move a vehicle with less than 90 psi of air pressure, the minimum for safe operation. Normal pressure range is 90 and 120 psi.
 - iv) A low air buzzer will sound any time air pressure falls below 60 psi. If the buzzer turns on during driving, pull to the curb as soon as it is safe to do so. Call Fleet Services for a Field Service Technician to assess and repair the problem.

- v) When descending steep hills **USE LOW GEAR** and **DO NOT "ride the brakes."** Apply brakes to maintain a speed between the speed limit and 5 miles per hour below the speed limit. (The maximum safe speed may be less than the posted speed limit when driving under certain conditions.)
 - vi) Drain condensation from the reservoir tank by opening the drain cock on the bottom of the tank daily.
- e. Operators are responsible for the safe operation of the equipment to which they are assigned. Follow these safe driving guidelines:
- (1) Know and strictly observe all Wisconsin State Motor Vehicle Laws.
 - (2) Drive defensively. Remain alert and be ready to respond to the actions of other drivers around you.
 - (3) Maintain a firm grip on the steering wheel.
 - (4) Slow down in rain, sleet, snow, and fog, or when loaded.
 - (5) Do not overdrive the range of your headlights.
- f. Operate your vehicle in a fuel efficient manner.
- (1) Plan and schedule trips to minimize travel distances.
 - (2) Avoid prolonged engine warm-up and eliminate engine idling while waiting.

- (3) Never leave your vehicle running and unattended for a prolonged period of time.
 - (4) Accelerate slowly and drive at a steady speed.
- g. Certain operating situations require that specific procedures be followed to ensure safety.
- (1) When backing equipment these practices should be followed:
 - (a) Have a spotter stand in a safe location near the rear, and direct you with hand and/or verbal signals whenever possible.
 - (b) If you do not have a spotter and are unsure of the conditions to the rear, GET OUT AND LOOK!
 - (c) **There is no excuse for a backing accident.**
 - (2) Rules regarding the fueling of equipment are as follows:
 - (a) Observe all safety precautions while fueling, such as: "STOP ENGINE" and "NO SMOKING."
 - (b) Never walk away from the fueling hose while it is pumping fuel.
 - (c) Never overfill "top-off" fuel tanks: leave room for fuel expansion.
 - (d) Blue vehicle fuel cards must be kept in the vehicle at all times. Lost cards should be reported to the Fleet Services Unit immediately.

- (e) Other than vehicles, fuel can only be dispensed into properly labeled gas cans.
- (3) Safety chains must be used when towing anything behind a truck.
- (4) It is preferred that no person shall ride in the bed of a pickup truck or the dump body of a larger truck.
- (5) Clearances should be checked prior to driving under any bridge or overpass.
- (6) Weight restrictions should be obeyed where appropriate on bridges and restricted streets.
- h. Vehicles will be kept clean and free of rubbish. **Every operator will remove all unnecessary materials.**
- i. Operators of radio equipped vehicles will follow all Federal Communications Commission (FCC) Rules and observe broadcast etiquette when operating their radios. *(See Appendix i IFCC Code) SUBPART N - OPERATING REQUIREMENTS, Copyright 1995, Pike & Fischer, Inc.*
- j. When parking equipment, do so with the least obstruction to the flow of traffic.
- k. Vehicles stopped for more than a few minutes in a lane regularly used by traffic must be safeguarded by the use of traffic control cones and/or barricades. Always use 4-way flashers when stopped in a traffic lane regardless of the amount of time the vehicle is stationary.
- 4. DPW supervisors shall enforce these rules, and take necessary actions when violations occur.

- B. Damage found on City vehicles shall be reported to the Fleet Services Section prior to moving the vehicle or it will be charged as follows.
1. Damage noted upon return of a pool vehicle shall be recorded as preventable equipment damage against the individual who signed out the vehicle unless it was reported at the time the vehicle was signed out.
 2. Damage noted on a permanently assigned vehicle which cannot be specifically attributed to a previous fleet accident or where the responsible individual cannot be found will be charged against the Department to which the vehicle was assigned.

V. DRIVING SKILLS AND REQUIRED DRIVERS' LICENSES

A. All employees selected or promoted into City jobs which involve driving or operating equipment shall be evaluated and trained by Fleet Services and meet minimum standard guidelines of the training program.

B. Excerpts from Department of Employee Relations memorandum dated September 19, 1995 regarding Standards for the Evaluation of Applicants' State of Wisconsin, Department of Motor Vehicles driving records state:

1. All applicants must have a valid Commercial Drivers License (CDL) without air brake restriction at time of application.
2. The last 5 years of the driving record are subject to review, with emphasis on the last 3 years.
3. Nature and number of offenses and number of accidents shall be considered.
4. Any conviction for driving while under the influence ("not-a-drop" or 0.01% or greater while driving a Commercial Motor Vehicle) within the last 3 years is reason for automatic rejection.
5. The following conditions on a driver's record may also be considered reason for rejection.
 - a. 6 or more demerit points on the current driving record
 - b. 3 or more moving traffic violations (including defective speedometer) within the last 3 years
 - c. involvement in 3 or more property damage or personal injury accidents in the last 3 years
 - d. any combination of moving traffic violations, accidents, and/or other violations in the last 5 years which constitute a pattern of poor driving performance

6. Applicants with several violations or accidents within the last 5 years, but with clean records for the last 2 years will not necessarily be subject to automatic rejection.
 7. Applicants will not be automatically rejected for non-moving violations such as parking tickets, unregistered vehicle, etc.
- C. An annual check of drivers' licenses shall be implemented by each department/division for all employees who are required to drive city equipment.
1. Include employees for which Commercial Drivers' Licenses (CDL) with proper endorsements are required.
 2. Monitor the license status of employees who have previously lost their licenses or had them suspended or revoked.
- D. Remind employees that they must carry their driver's licenses on their persons at all times while operating city equipment including automobiles and pickup trucks.
1. According to Wisconsin State Motor Vehicle Laws 343.18(1) "Every licensee shall have his or her license... in his or her possession at all times when operating a motor vehicle..."
 2. A valid Wisconsin driver's license must be presented when pool vehicles are signed out.
 3. If the employee cannot present a valid license or Commercial Drivers License with required endorsements, the pool vehicle or equipment will not be released.

- E. When an employee who is required to drive as a part of his or her regular job duties loses his or her driver's license, the procedure set forth in Department of Public Works Guidelines Regarding Employees Who have Lost Their Drivers' Licenses (revised 4/96) should be followed:
1. When the employee, whether required to drive everyday or only occasionally, informs his or her division that his or her driver's license has been lost:
 - a. Issue a Written Warning notice which:
 - (1) Reminds the employee that maintaining a valid State of Wisconsin regular drivers' license, or Commercial Driver's License (CDL) if required, is required for his or her job.
 - (2) Informs the employee that he/she has 30 days to regain his/her driver's license or be subject to demotion.
 - b. Reassign the employee non-driving duties for up to 30 calendar days.
 - c. If the employee does not regain his/her driver's license within 30 calendar days, demote or reassign the employee to a non-driving title.
 - d. An employee who does not inform his or her division of the loss of their driver's license and continues to drive a city vehicle should be demoted without any waiting period as soon as the offense becomes known.
 2. When an employee hired as a laborer in 1983 or later (1982 in the Sanitation Division), including one subsequently promoted, loses his or her Commercial Driver's License (CDL) Class "B" minimum without air brake restriction, which is required to drive during snow and ice control operations, the division should take the following steps:

- a. Issue a Written Warning notice which covers the following:
 - (1) Reminds the employee that a valid CDL is required for his or her job.
 - (2) Informs the employee that he or she has six calendar months to regain his or her CDL or be subject to discharge.
- b. If the employee does not regain his or her CDL within six calendar months, schedule a pre-discharge hearing.
3. In all cases the union should be notified and provided with a copy of the Written Warning notice.
4. In any case an employee cannot be granted reinstatement or promotion to a driving position more than twice following resignation, voluntary demotion or disciplinary demotion due to the loss of his or her drivers license.
5. Any employee who loses his or her license for a third time shall remain at the reduced level or be discharged depending on his or her seniority status.

VI. FLEET VEHICLE ACCIDENTS

- A. Periodically remind employees that they are required to report any vehicle accident involving city equipment to Fleet Services as soon as possible.
- B. If involved in an accident with a City-owned vehicle, follow these steps for Driver Responsibilities at the Accident Site (revised 4/96):
 1. Stop the vehicle. Do not move the vehicles unless they pose an extreme safety hazard.
 2. Identify yourself and render assistance:
 - a. If someone is injured, call an ambulance.
 - b. Do not move any injured person unless his or her position exposes him or her to additional injury.
 3. As soon as practical, call for a Fleet Services dispatcher to make out a Fleet Accident Report at the scene. Have the following information available when you call:
 - a. Your vehicle number
 - b. Accident location
 - c. Brief description of accident
 - d. Condition of anyone injured
 - e. The drivability of the vehicles
 4. Do not discuss the accident with the other driver. Do not apologize or admit guilt.
 5. Fleet Services will contact police and medical authorities and tow your vehicle if necessary. This includes towing your vehicle off Milwaukee County freeways.

6. Exchange the following information with the parties involved:
 - a. Names
 - b. Driver's license numbers
 - c. Telephone numbers
 - d. Vehicle plate numbers
 - e. Vehicle owners' names
 - f. Insurance information (The City is self-insured.)
 7. Await the arrival of authorities or a Fleet Services representative. If required, the Fleet Services representative will take you for drug and alcohol testing. If no Fleet Services representative is available and such testing is necessary, instructions will be given. Refusal to submit to required tests has the same consequences as testing positive.
- C. Fleet Services will keep records of all motor vehicle fleet accidents.
1. An index of all fleet accident records will be kept and organized by individual.
 2. A City of Milwaukee - Fleet Accident Report (Form ME-4) shall be prepared by a dispatcher or, if necessary, at the dispatcher's request, by a Supervisor from the Division involved and/or the Milwaukee Police Department.
 - a. The fleet accident report should be filled out completely and include the signatures of both investigator and operator.
 - b. Reports prepared by other Divisions must be submitted to Fleet Services immediately upon completion.
 - c. Fleet accident reports will be filed by date of accident.

- d. Copies of the reports, both preventable and non-preventable, may be filed in employees' personnel folders.
3. Fleet Services shall prepare quarterly reports of all motor vehicle fleet accidents.
 4. Where such classification is appropriate, a report may be classified as:
 - a. Investigative: evidence points to involvement of a City vehicle, but location, vehicle number, driver, or other pertinent information cannot be established.
 - b. Equipment damage only: damage to a City vehicle not resulting from a Motor Vehicle Fleet Accident as defined in American National Standards
 - c. Property damage only: damage to private property not resulting from a Motor Vehicle Fleet Accident as defined in American National Standards
 - d. Equipment abuse: equipment damage resulting from gross negligence and/or a deliberate act (e.g. misuse of equipment) whereby a reasonable person would expect said consequences of such act
 - e. Vandalism or theft
 5. Copies of Driving Record Abstracts (State of Wisconsin, DOT - DMV form MV3104) shall be filed in employees' personnel folders.
- D. All Motor Vehicle Fleet Accident Reports will be reviewed and a determination as to whether a fleet accident is to be classified as preventable or non-preventable shall be made as follows.
1. The guidelines used to make the determination are based on information from the American National Standards Institute, Inc.

in American National Standards - method of recording and measuring motor vehicle fleet accident experience and passenger accident experience (ANSI 15.1-1976) and "Was the Accident Preventable or Not?" (2nd Revised Edition, 1995), the product of an alliance between the Commercial Carrier Journal and the National Safety Council.

- a. Simply stated, an accident will be judged preventable if the driver "failed to exercise every reasonable precaution" to avert the incident.
 - b. Thorough investigation of the scene and statements of facts by parties involved and witnesses shall be determining factors.
 - c. Admission of "fault" by either driver, "blame placing" by another, mechanical failure, cost of repairs and damages, or other such factors are not definitive considerations in determining whether an accident is preventable.
2. The determination shall be made by the Equipment Operations Manager or his or her designee, and will be subject to review and consensus by the Safety Specialists - Senior who shall meet weekly for such purpose.
 3. The employee shall be given written notification of the determination.
 - a. The notification shall include the employee's accident history for the previous two years.
 - b. A copy shall be sent to the employee, his or her department head and safety specialist, and a copy shall be retained in Fleet Services files.
 4. All Fleet Accident Reports will be reviewed by the Fleet Services Manager or his or her designee.

- E. A disagreement concerning the determination as to whether or not an accident should be classified as preventable shall be resolved as follows.
1. The department or employee shall file a "Request for Review" in the form of a letter addressed to the Chairperson of the Department of Public Works Fleet Accident Review Committee which currently consists of the Public Works Personnel Administrator, the Director to whom Fleet Services reports, and the DER - Employee Safety Section, Safety Supervisor.
 2. The committee asks that requests for accident reviews be limited to cases that have occurred within the last six months.
 3. The Committee shall conduct a review of the accident and give a final determination in writing to both the driver and the driver's department or division head.

VII. RETRAINING/REEVALUATION AND THE DISCIPLINARY PROCESS

- A. Retraining and disciplinary action shall be used to address frequent vehicle accidents, accident patterns, or cases of driver error which result in personal injury and/or equipment or property damage.
- B. The following disciplinary guidelines including Written Warning, one and three day suspensions, and demotion or discharge shall be followed for common preventable accidents.
 - 1. A Written Warning may be issued for a second preventable accident within 24 months, and/or whenever retraining/reevaluation is required: Any recommended remedial training or reevaluation shall be referenced on the Written Warning notice.
 - 2. Backing accidents will result in a written warning.
 - 3. A suspension may be issued for a third preventable accident within 24 months.
 - 4. Additional preventable accidents may result in more severe disciplinary action including demotion or discharge.
 - 5. Misconduct, gross negligence, operating under the influence, causing excessive property damage or injury, or incurring extreme repair costs may result in severe disciplinary action.
- C. In all cases fleet accidents will be evaluated on an individual basis, and disciplinary action will take into account the severity of injury and/or extent and amount of damage.
- D. Remedial training and reevaluation shall be incorporated into the progressive disciplinary process as follows:
 - 1. A one day remedial training/reevaluation session will be required for any employee involved in a second preventable accident within 24 months for which a Written Warning is issued.

- a. The Defensive Driving Course conducted by the Milwaukee Police Department Safety Commission will be required and scheduled on city time for employees involved in preventable fleet accidents while driving an automobile or pickup truck. (Appointments shall be made through Fleet Services with the Milwaukee Police Department Adult Safety Specialist.)
 - b. Fleet Services Retraining/Reevaluation will be required and scheduled on city time for employees involved in preventable fleet accidents while driving trucks or operating heavy equipment.
 - c. Remedial training/reevaluation shall be provided employees at this step to assist them in improving driving skills in an attempt to eliminate further accidents and/or driver errors which may result in further disciplinary action in the future.
2. Remedial training/reevaluation may also be offered in conjunction with or in lieu of subsequent disciplinary action, depending on the nature and severity of the accidents.
 3. A major accident, defined as "one resulting in either significant equipment or property damage, excessive repair costs, or personal injury," may necessitate remedial training/reevaluation and disciplinary action for that accident.

VIII. SAFE DRIVER RECOGNITION

- A. A program for the annual recognition of drivers who operate without a preventible accident during the year may be established at any time by department head as long as no additional funds are requested to support the program.

- B. Such a program has been adopted by several divisions within the Department of Public Works. To qualify a driver must meet the following qualifications:
 - 1. The drivers primary responsibility must involve the operation of equipment larger than "passenger vehicle" size.
 - 2. Eligible drivers must have been assigned to or have been available for assignment to appropriate equipment for at least 6 months of the year for which an award is granted.
 - 3. Eligible drivers must not have had a preventible accident involving equipment damage, property damage, or personal injury during the calendar year for which an award is granted.
 - 4. Eligible drivers must not have received a warning notice or suspension for a safety violation while operating equipment.

- C. The program is designed to reward successive years of safe operation.
 - 1. Whenever possible the awards to be given will be inscribed with the City of Milwaukee emblem and the words "Safe Driver".
 - 2. In addition to the actual award, each recipient will receive a favorable occurrence letter issued by the Department of Public Works. The letter will be signed by the Commissioner of Public works and the Superintendent of the recipient's Division.

- D. The programs will be administered by a management coordinator selected from each division who will coordinate his or her division's participation.

1. The "Safe Driver Award Selection Committee" which is comprised of the management coordinators will hold a meeting by March 1st of each year to determine:
 - a. The award for the next successive step in the program.
 - b. The total number of awards in each category to be given by the Division.
 - c. The names and addresses of award winners for issuance of the favorable occurrence letter.
2. The D.P.W. Administration Office will be responsible for letting a bid and securing a vendor for purchase of the awards.
3. The awards will be distributed at the Division level in a manner deemed suitable.

SUBPART N - OPERATING REQUIREMENTS

§90.401 Scope. - The subpart prescribes general operating requirements for stations licensed under this part. This includes station operating procedures, points of communication, permissible communications, methods of station identification, control requirements, and station recordkeeping requirements.

§90.403 General operating requirements. - (a) Licensees of radio stations in the private land mobile radio services shall be directly responsible for the proper operation and use of each transmitter for which they are licensed. In this connection, licensees shall exercise such direction and control as is necessary to assure that all authorized facilities are employed:

- (1) Only for permissible purposes; (*Permissible purposes are local government business related only.*)
- (2) Only in a permissible manner; and (*A permissible manner means NO swearing, NO playing of music, NO transmissions other than those directly related to your job.*)
- (3) Only by persons with authority to use and operate such equipment.

(b) In carrying out their responsibilities under §90.403(a), licensees shall be bound by the provisions of the Communications Act of 1934, as amended, and by the rules and regulations of the Commission governing the radio service in which their facilities are licensed; and licensees may not, through written or oral agreements or otherwise, relieve themselves of any duty or obligation imposed upon them, by law, as licensees.

(c) Except for stations that have been granted exclusive channels under this part and that are classified as commercial mobile radio service providers pursuant to Part 20 of this chapter, each licensee must restrict all transmissions to the minimum practical transmission time and must employ an efficient operating procedure designed to maximize the utilization of the spectrum. *

(d) Communications involving the imminent safety-of-life or property are to be afforded priority by all licensees.

(e) Licensees shall take reasonable precautions to avoid causing harmful interference. This includes monitoring the transmitting frequency for communications in progress and such other measures as may be necessary to minimize the potential for causing interference.

(f) Stations licensed in this part shall not continuously radiate an unmodulated carrier except where required for tests as permitted in §90.405, except where specifically permitted by this part, where specifically authorized in the station authorization, or on an as needed basis in the Radiolocation Radio Service.

** (To restrict transmissions to a minimum time and employ an efficient operating procedure, the City utilizes a system of 10-codes. Operators should know and use these codes, state your business as clearly and concisely as possible, don't use unnecessary words or phrases, cat-calls, or noises, and don't talk about anything that is not directly related to your City business.)*

(g) The radiations of the transmitter shall be suspended immediately upon detection or notification of a deviation from the technical requirements of the station authorization and until such deviation is corrected. For transmissions concerning the imminent safety-of-life or property, the transmissions shall be suspended as soon as the emergency is terminated.

Historical Note

Section amended by errata in Docket No. 21348, 44 FR 32215.

Subsection (c) amended by order in Docket Nos. 93-252, 93-144 and 89-553, effective January 2, 1995, 59 FR 59945. For Third Report see 76 RR 2d 326.

§90.405 Permissible communications. - (a) Stations licensed under this part may transmit only the following types of communication:

(1) Any communication related directly to the imminent safety of life or property;

(2) Communications directly related and necessary to those activities which make the licensee eligible for the station license held under this part. In addition, when communication service is provided under the cooperative sharing provisions of §90.179, the licensee providing such service may transmit communications related to the activities for which the parties receiving the service would be eligible to be licensed.

(3) Communications for testing purposes required for proper station and system maintenance. However, each licensee shall keep such tests to a minimum and shall employ every measure to avoid harmful interference.

(b) The provisions contained in paragraph (a) of this section do not apply where a single base station licensee has been authorized to use a channel above 470 MHz on an exclusive basis, or to stations licensed under this part that are classified as CMRS providers under Part 20 of this chapter.

Historical Note

Subsection (b) added by order in Docket No. 84-109, effective March 11, 1985, 50 FR 6179. For Report see 57 RR 2d 1015.

Subsection (b) amended by order (DA 89-1202) effective September 20, 1989, 54 FR 39737.

Subsection (b) amended by order in Docket Nos. 93-252, 93-144 and 89-553, effective January 2, 1995, 59 FR 59945. For Third Report see 76 RR 2d 326.

§90.407 Emergency communications. - The licensee of any station authorized under this part may, during a period of emergency in which the normal communication facilities are disrupted as a result of hurricane, flood, earthquake or similar disaster, utilize such station for emergency communications in a manner other than that specified in the station authorization or in the rules and regulations governing the operation of such stations. The Commission may at any time order the discontinuance of such special use of the authorized facilities.

Historical Note

Section (formerly "Communications permitted during emergency situations") revised in its entirety by order in Docket No. 83-991, effective October 18, 1984, 49 FR 36373. For Report see 56 RR 2d 1329.

§90.411 Civil defense communications. - The licensee of any station authorized under this part may, on a voluntary basis, transmit communications necessary for the implementation of civil defense activities assigned such station by local civil defense authorities during an actual or simulated emergency, including drills and tests. The Commission may at any time order the discontinuance of such special use of the authorized facilities.

Historical Note

Section (formerly "Civil defense communications in the public safety and special emergency radio services") revised in its entirety by order in Docket No. 83-991, effective October 18, 1984, 49 FR 36373. For Report see 56 RR 2d 1329.

§90.415 Prohibited uses. - Stations licensed under this part shall not:

(a) Transmit program material of any kind for use in connection with broadcasting; or

(b) Render a communications common carrier service, except for stations in the Special Emergency Radio Service providing communications standby facilities under §90.49, operational fixed stations licensed in the Railroad Radio Service handling public telegraph messages as agents of telegraph common carriers in those instances where such public telegraph service cannot be provided through other railroad facilities, and stations licensed under this part in the SMR, private carrier paging, Business Radio, or 220-222 MHz services.

Historical Note

Subsection (b) amended by order in Docket Nos. 93-252, 93-144 and 89-553, effective January 2, 1995, 59 FR 59945. For Third Report see 76 RR 2d 326.

§90.417 Interstation communication. - (a) Any station licensed under this part may communicate with any other station without restriction as to type, service, or licensee when the communications involved relate directly to the imminent safety of life or property.

(b) Any station licensed under this part may communicate with any other station licensed under this part, with U.S. Government stations, and with foreign stations, in connection with mutual activities, provided that where the communication involves foreign stations prior approval of the Commission must be obtained, and such communication must be permitted by the government that authorizes the foreign station. Communications by Police Radio Service stations with foreign stations will be approved only to be conducted in accordance with article 5 of the Inter-American Radio Agreement, Washington, D.C., 1949, the provisions of which are set forth in §90.19(c).

§90.419 Points of communication. - Normally operations licensed under this part are intended to provide intrastation mobile communications. For example, a base station is intended to communicate with its associated mobile stations and mobile stations are intended to communicate between associated mobile stations and associated base stations of the licensee. Accordingly, operations between base stations at fixed locations are permitted only in the following situations:

(a) Base stations licensed under Subpart T of this part and those in the Public Safety and Special Emergency Radio Services that operate on frequencies below 450 MHz, may communicate on a secondary basis with other base stations, operational fixed stations, or fixed receivers authorized in these services.

(b) Base stations licensed on any frequency in the Industrial and Land Transportation Radio Services and on base station frequencies above 450 MHz in the Public Safety and Special Emergency Services may communicate on a secondary basis with other base stations, operational fixed stations, or fixed receivers authorized in these services only when:

(1) The messages to be transmitted are of immediate importance to mobile stations; or

(2) Wireline communications facilities between such points are inoperative, economically impracticable, or unavailable from communications common carrier sources. Temporary unavailability due to a busy wireline circuit is not considered to be within the provisions of this subparagraph.

(c) Operational fixed stations may communicate with units of associated mobile stations only on a secondary basis.

(d) Operational fixed stations licensed in the Industrial and Land Transportation Radio Services may communicate on a secondary basis with associated base stations licensed in these services when:

(1) The messages to be transmitted are of immediate importance to mobile stations; or

(2) Wireline communications facilities between such points are inoperative, economically impracticable, or unavailable from communications common carrier sources. Temporary unavailability due to a busy wireline circuit is not considered to be within the provisions of this subparagraph.

(e) Travelers' Information Stations are authorized to transmit certain information to members of the traveling public (see §90.242).

Historical Note

Subsection (a) amended by order in Docket No. 89-552, effective May 29, 1991, 56 FR 19598. For Report see 68 RR 2d

Subsection (e) corrected by order (DA 89-767) released July 14, 1989 and effective June 29, 1989, 54 FR 38680.

§90.421 Operation of mobile units in vehicles not under the control of the licensee. - Mobile station transmitters may be installed in vehicles operated by persons other than the licensee as provided in the following paragraphs when necessary for the licensee to meet his requirements in connection with the activities for which he is licensed. The number of units so installed, together with units installed in vehicles operated by the licensee, must not exceed the number of mobile units authorized to the licensee. When an insufficient number of units is licensed to cover such additional units, the license must be modified to add a sufficient number of mobile units. The licensee is responsible for taking any necessary precaution to effectively eliminate the possibility of unauthorized operation of transmitters when not under the control of the licensee.

(a) Mobile units licensed in the local Government Radio Service may be installed in any vehicle which in an emergency would require cooperation and coordination with the licensee, and in any vehicle used in the performance, under contract, of official activities of the licensee. This includes ambulances, emergency units of public utilities, lifeguard units, and vehicles of contractors or other persons or agencies performing for the licensee under contract one or more of its local government functions. This provision does not permit the installation of radio units in non-emergency vehicles not performing governmental functions under contract but with which the licensee might wish to communicate.

(b) Mobile units licensed in the Police Radio Services may be installed in any vehicle which in an emergency would require cooperation and coordination with the activities of the licensee. This includes emergency units of public utilities, lifeguard emergency units, ambulances, fire department vehicles and rural school buses.

(c) Mobile units licensed in the Fire Radio Service may be installed in emergency vehicles which may be alerted during a fire emergency. This includes emergency units of public utilities and water departments.

(d) Mobile units licensed in the Highway Maintenance Radio Service may be installed in vehicles of contractors or other persons having a direct responsibility for official highway activities.

(e) Mobile units licensed in the Forestry-Conservation Radio Services may be installed in vehicles of forestry cooperators, and persons having a direct responsibility in the prevention, detection, and suppression of forest fires.

(f) Mobile units licensed in the medical services category of the Special Emergency Radio Service may be installed in a vehicle or be hand-carried for use by any person with whom cooperation or coordination is required for medical services activities.

(g) Mobile units licensed in the Industrial Radio Services may be installed in vehicles of persons furnishing under contract to the licensee and for the duration of the contract, a facility or service directly related to the activities of the licensee.

(h) Mobile units licensed to an electric utility in the Power Radio Service on frequencies designated for use by an interconnected utility system may be installed in any vehicle operated by an organization or association comprised or interconnected electric utilities forming interconnections, power pools or groups.

(i) Mobile units authorized in the Automobile Emergency Radio Service may be installed in the vehicles of persons furnishing a private emergency road service to its members pursuant to a contract with the association.

**CITY OF MILWAUKEE
FLEET OPERATIONS INFORMATION**

BREAKDOWNS AND FLAT TIRES

If you have a flat tire, call the Tire Shop - 286-2771
For breakdowns and after hour flat tires, call the
Fleet Services Dispatch Office at 645-5561.

VEHICLE OPERATION

Follow these steps when operating City vehicles:

1. Check tires, gasoline, and signals.
2. Check the oil when fueling.
3. **Always wear your seatbelt.**
4. Contact the Central Repair Garage
for any non-emergency repairs.

Light Equipment - 286-2750
Heavy Equipment - 286-2740

Fueling Directions

1. The primary fueling locations are located at:

Central - 2142 W. Canal St.
Northwest - 3025 W. Ruby Ave.
Lincoln - 3921 W. Lincoln Ave.
North 1 - 6732 N.Industrial Rd.

2. Place the vehicle in park and/or set the parking brake.
3. Turn the engine off.
4. **NO SMOKING while fueling.**
5. Swipe the employee or vehicle card through the card
reader and follow the display instructions.
6. Turn on the selected pump and begin fueling. Remain
at the vehicle until the fueling is complete and the
hose has been replaced.

Reporting Hazardous Situations

If you see a hazardous situation while in the field, you
must take steps to report it.

Dial **911** in situations of risk to life or property.

Dial ***DPW** on a city mobile phone or refer to a
Call for Action brochure to contact the correct division
when reporting hazardous situations.

**CITY OF MILWAUKEE
FLEET OPERATIONS INFORMATION**

Accident Reporting

If you have an accident:

1. Do not move the vehicles unless they pose an extreme safety hazard.
2. Do not move any injured person unless their position exposes them to additional accident or injury.
3. Call the Dispatch Office at 645-5561. Have the following information when you call...
 - a. your vehicle number
 - b. accident location
 - c. nature of the accident
 - d. condition of anyone injured

The Dispatch Office will contact police. They will also request medical assistance for anyone injured. A dispatcher may be sent to prepare a fleet accident report.

4. **MAKE NO ADMISSION OF FAULT OR CLAIM RESPONSIBILITY FOR THE ACCIDENT.**
5. Exchange the following information with the other parties involved ...
 - a. Names
 - b. Drivers license number
 - c. Telephone number
 - d. Vehicle plate number
 - e. Vehicle owner's name
 - f. Insurance information
6. Await the arrival of authorities.
7. If a dispatcher cannot be sent to the accident scene, you must file an accident report at the Dispatch Office at 2142 W. Canal.