

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: OUTSIDE VENDOR REPAIRS

APPROVED: *Marilyn L Rawlings*
MARILYN L RAWLINGS, FLEET MANAGER

DISTRIBUTION:

Fleet Management

PURPOSE:

The purpose of this policy is to make sure all outside repairs or equipment modifications are approved according to the specifications of said piece of equipment to ensure the safety of all County employees.

PROCEDURE:

All repairs or equipment modifications that are requested to be done to County owned equipment by outside vendors must be approved by the Fleet Manager or the Shop Superintendent.

Revision Date: May 2010