

City Fleet Vehicle Standards and Assignment Guidelines

Executive Summary

This document explains how the city seeks to assign vehicles to employees in a clear and consistent manner. The goal is to ensure that vehicles are assigned based on job duties and operational needs, not preferences. This also helps ensure the city spends taxpayer money responsibly.

The policy will clearly spell out the towing capacity for each truck size, as well as optional equipment and vehicle add-ons that can increase vehicle costs by up to \$20,000 per unit.

To address these concerns, the city will establish clear vehicle standards. These standards identify which vehicle types are appropriate for specific job functions and what equipment may be added to those vehicles. These standards will be documented and approved by the City Manager. Any exception to these standards must be approved by the City Manager or the Deputy City Manager.

Administrative Staff:

Full-size sedans or Mid-size SUVs. These vehicles are appropriate for Senior Staff, Council Members, and Director-level staff who primarily work in an office and occasionally travel for meetings or site visits. These vehicles would include the Mid-sized SUVs like the Ford Explorer.

- **Ford Explorer or Similar (Mid-size SUV) or equivalent-size electric vehicles.**

Assigned for supervisory and administrative staff who require increased passenger capacity, secure interior storage, and the ability to respond to citywide operations, including emergency events.

- These vehicles will be outfitted with emergency response lights.
- These vehicles will not need to have city decals and a log.

Inspectors, general staff, and field technicians:

Small pickup trucks or compact utility vehicles like **Bronco and Maverick, or equivalent-size electric vehicles.**

- These vehicles will be outfitted with yellow flashing lights.
- These employees perform regular fieldwork and may need to transport light tools or equipment.
- **Ford Bronco or Similar (Compact Utility SUV):**

Assigned for field personnel requiring a fully enclosed vehicle with off-road capability.

Supervisors,
Superintendents,
and field staff
requiring light towing
capabilities:

Medium pickup trucks, such as an F-150 and Ranger-class vehicle, or a similar small SUV. These vehicles allow supervisors to visit job sites, transport small equipment, and respond to operational needs.

- Maximum towing capacity 6,000 pounds, which includes mowers, etc.

Heavy Operations Staff:

Heavy-duty vehicles shall be assigned based on clearly defined operational needs, with a distinction between F-250 and F-350 classifications to ensure the appropriate level of capability is provided without overextending costs.

- **F-250 Class Vehicles:**

Assigned for moderate to heavy-duty operations where towing and payload requirements exceed 6,000 pounds up to 10,000 pounds. These vehicles will pull items such as medium-sized trailers, transporting equipment, and supporting maintenance operations that require additional power and durability.

- **F-350 Class Vehicles:**

Reserved for payloads more than 10,000 pounds, like generators being transported by the utilities department to the lift station. Some of the largest generators may require a vehicle more than an F-350.

Specialty Vehicles:

Specialty vehicles shall be assigned based on clearly defined operational needs where standard fleet vehicles cannot meet the required function. These vehicles are categorized based on use and necessity to ensure appropriate deployment and cost control.

- **Crane Trucks:**

Assigned for operations requiring lifting and placement of heavy materials, equipment, or infrastructure components. Use is limited to tasks where mechanical lifting capability is essential and cannot be performed by conventional means. This will typically be performed by a specialty outfitted **F-550** with a crane.

- **Bucket Trucks:**

Assigned for aerial operations such as tree trimming, lighting maintenance, and utility work requiring elevated access. These vehicles shall only be used where safe and efficient access cannot be achieved from ground level.

Specialty Vehicles – Con't

- **Landscape Trucks/Landscape Dump Trucks:**

Assigned for landscaping operations involving the transport of mulch, soil, plants, and debris. Landscape dump trucks shall be used when frequent loading and dumping of bulk materials is required to support parks and grounds maintenance.

- **Dump Trucks:**

Assigned for heavy hauling operations involving bulk materials such as debris, gravel, asphalt, or construction materials. These vehicles are required when load capacity and dumping capability exceed those of standard pickup trucks.

Specialty Vehicles – Con't

- **Public Transportation Vans and Buses:**

Assigned for public transport in support of City operations, programs, and events. Vehicle size and capacity shall be based on the number of occupants. These vehicles will have a specialty wrap to make them easily recognizable to the public.

- **Enclosed vans for facilities maintenance operations:**

Assigned for the transport of personnel in support of the City's operations. This will include vehicles such as Transit Vans