	CITY OF HENDERSONVILLE	Date of Review/Update	
Policy Name:	Vehicle & Equipment Management Policy:	Date Adopted	

I. Purpose

This policy advises employees on requirements for City vehicle and equipment procurement.

II. Scope

This policy includes guidance on:

1. Definitions of vehicle types
2. Specification of vehicle and equipment requirements for:
 - i. Standardization;
 - ii. Turning in a vehicle;
 - iii. Sustainable fleet transition; and
 - iv. Replacement.


This policy shall be interpreted in connection with the City's Vehicle Use Policy and Vehicle & Equipment Management Procedure.

II. Definitions

1. Light-Duty Vehicle: A vehicle with a gross vehicle weight rating (GVWR) of less than 8,500 pounds.
2. Medium-Duty Vehicle: A vehicle with a GVWR between 8,500 and 14,000 pounds.
3. Heavy-Duty Vehicle: A vehicle with a GVWR of greater than 14,000 pounds.
4. Equipment: Non-road machinery powered by non-renewable fuel sources, such as lawn, property maintenance, or construction equipment.

III. Vehicle Standardization

All City vehicles will be white except for public safety vehicles whose graphics are approved by the City Manager.

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All vehicles and motorized equipment purchases are made by the Fleet Manager only or a designee approved by the Public Works Director.

The Fleet Manager will ensure that vehicle type standardization is prioritized where applicable.

IV. Turning in Vehicle

Upon pickup of the new vehicle, the employee shall turn in the replacement vehicle to Fleet Maintenance in good working order and a clean condition.

Fleet Maintenance staff shall inform The Risk & Safety staff member for all vehicles sold and/or purchased for insurance purposes.

V. Sustainable Fleet Transition

To reduce fuel costs and implement the Sustainability Strategic Plan, adopted May 2024, the following requirements shall be followed:


Light-Duty Vehicles

All light-duty vehicle acquired after the adoption of this policy shall be low-emission vehicles, including electric, hybrid, or alternative fuel options, subject to exemptions defined by this policy.

Medium and Heavy-Duty Vehicles & Equipment

Departments and divisions shall procure low-emission options for medium- and heavy-duty vehicles and equipment, where feasible and consistent with operational needs.

Fleet Right- Sizing

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The Department Head shall procure vehicles that are the most efficient and appropriately sized to meet departmental operational requirements.

Vehicle Utilization

Vehicles will be evaluated annually for utilization. Departments must follow the justification process outlined in the Vehicle and Equipment Replacement Procedure for any vehicles identified as underutilized.

VI. Exemptions

The following exemptions apply to this section:

1. Public safety pursuit or emergency vehicles where suitable low-emission replacement is not available.
2. Leased vehicles for emergency response
3. Vehicles with a return on investment longer than the estimated replacement schedule as defined in the Vehicle and Equipment Replacement Procedure.

VII. Appeals

Departments may appeal the requirement to purchase low-emission vehicles by submitting written justification to the Sustainability Manager. Appeals will be reviewed by the Public Works Director or their designee.

VIII. Replacement

Any department or division seeking to replace a city vehicle must follow the established Vehicle and Equipment Replacement Procedure.

Departments may not purchase, lease, or otherwise acquire a replacement vehicle without prior approval through the replacement process outlined in the Vehicle and Equipment Replacement Procedure. Requests must be submitted in accordance with the process, including completion of the Vehicle Replacement Form.

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The Fleet Department, in coordination with the Sustainability Manager and Budget Office, will evaluate all requests to confirm compliance with replacement criteria.

Disposal/Resale

All City vehicles removed from service shall be disposed of or resold in accordance with the Vehicle and Equipment Replacement Procedure.

Amendments to Policy

This Policy may be modified by the City Manager as needed.

Approved by:

John F. Connet, City Manager

Date: