

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 1 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

Background

This policy sets forth rules regarding the use and operation of vehicles while on official County business; the assignment, use and operation, procurement and disposal of County-owned vehicles; and the methods used by the County to meet business transportation needs of County employees.

Both County-owned and privately owned vehicles are used by County employees to accomplish County business transactions. The County's Fleet Management Unit in the Department of General Services shall operate an automotive pool and shall coordinate department requests for leased or rented vehicles to make vehicles available to County departments. Where appropriate, County vehicles shall be assigned to specific County departments and managed by Fleet Management.

For ease of reference, the Vehicle Use, Standards, Procurement and Disposal Policy is presented in the following sections:

A. General Policy

B. Vehicle Use

1. County Owned Vehicles
 - a. Driver Directives
 - b. Driver Safety
 - c. Department Directives
 - d. Moving Violations, Tickets and License Restrictions
2. Permanent Assignment and Overnight Retention (Take-Home Vehicles)
3. Temporary Overnight Retention
4. Vehicles Available For Temporary Use
5. Use of Personal Vehicles for County Business
6. Responsibilities

C. Standards

1. Vehicle Standards
2. Minimum Usage Standard for Assigned Vehicles
3. Vehicle Classification Standards
4. Four-Wheel Drive Vehicle Standards

D. Vehicle Procurement

E. Vehicle Disposal

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 2 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

A. General Policy

1. It is the intention of the County to:
 - a. Establish uniform practices for the use of County vehicles, the rental and lease of vehicles, the use of personal vehicles for County business and County vehicle procurement and disposal.
 - b. Establish vehicle standards that provide safe, reliable and cost effective vehicles that meet the needs of County departments.
 - c. Optimize fleet utilization practices to right-size the County fleet and ensure proper vehicle use.
2. Department heads shall be responsible for ensuring that all employees and other authorized drivers (volunteers, etc.) within their department who drive vehicles on County business understand and comply with this policy.
3. Department heads shall ensure that all employees and other authorized drivers within their departments who drive a personal or County vehicle on County business for any reason shall participate in the driver's license monitoring program administered by Risk Management.
4. All vehicles owned by the County, including vehicles identified on individual department asset inventories, must meet maintenance, repair and safety standards as required by Fleet Management.
5. Drivers of vehicles being used for County business, whether County-owned or privately owned, shall:
 - a. have in their possession at all times a valid license to operate a vehicle in the State of California (e.g., California or Nevada Driver's License);
 - b. strictly obey the California Motor Vehicle Code or applicable state Motor Vehicle Code;
 - c. comply with established County procedures concerning accidents (an accident instruction packet shall be kept in the glove compartment of all County-owned vehicles and made available to employees and other authorized drivers using personal vehicles for County business); a standard County accident form shall be completed at the accident site or as soon as practicable thereafter.
 - d. follow established rules and procedures as set forth below for the use of privately owned vehicles and County-owned vehicles.

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 3 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

B. Vehicle Use

Department heads are responsible for the proper and efficient use of assigned vehicles and related equipment.

1. County Owned Vehicles

The following rules govern the use of County owned vehicles:

a. Driver Directives

- 1) County vehicles shall be used only for authorized, official County business associated with performing duties within the employee's/volunteer's job responsibilities and shall not be used for personal reasons.
- 2) County vehicles are to be driven only by authorized County employees with the exception of authorized service or parking personnel or authorized volunteers (STAR, SAR, etc.).
- 3) Only authorized personnel associated with official County business shall be transported in a County vehicle. Authorized personnel may include non County employees participating in official County business. In the case of an emergency the driver of a County vehicle is authorized to transport any person who, because of such emergency, is in a situation requiring transportation.
- 4) Smoking is prohibited in all County owned vehicles (pursuant to County ordinance section 8.6.050).
- 5) The driver shall not use the County Vehicle in an unnecessary manner which may cause damage or undue wear to the vehicle.
- 6) The driver shall use the vehicle in a manner for which it is designed and not attempt tasks that are beyond the vehicle's capabilities. The driver shall exercise caution and discretion at all times.
- 7) County vehicle operators have a responsibility to act in a professional manner at all times while operating County vehicles.

b. Driver Safety

- 1) It is the driver's responsibility to perform a basic safety inspection of a vehicle prior to operation and to not operate an unsafe vehicle. Fleet Management shall provide a vehicle safety checklist for use by departments. The driver shall ensure that the vehicle to be used is in an apparent safe condition and shall report all mechanical defects to the appropriate department head or designee for corrective action.
- 2) Safety belts shall be used by the driver and all passengers while the vehicle is in operation with the exception of members of the Sheriff's Department who follow

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 4 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

Vehicle Code 27315.5 which gives them the option to require seat belts.

c. Department Directives

- 1) All County-owned vehicles shall have a vehicle service and safety inspection performed every 5,000 miles or six (6) months, whichever occurs first. Fleet Management will track vehicle service and safety inspections and shall provide departments with a report of services due on a monthly basis.
- 2) Departments are responsible for reporting vehicle odometer readings for all department assigned vehicles to Fleet Management on a monthly basis.
- 3) Departments shall maintain and monitor vehicle usage logs. The logs shall track, on a daily basis, individual drivers, program use, date and time of use, and beginning and ending odometer readings. Any exception to the vehicle usage log requirement must be approved by the Chief Administrative Officer and subsequently reported to the Board of Supervisors.
- 4) All County-owned vehicles shall be filled with gasoline and oil at County designated facilities when practical. Non-designated fueling facilities should be used only on extended trips or in emergency situations.
- 5) Departments are responsible for meeting the minimum vehicle use standard of 8,000 miles a year or vehicle use at least 80% of the available workdays.

d. Moving Violations, Tickets and License Restrictions

- 1) Moving violations and parking tickets are the responsibility of the driver receiving the ticket and should be resolved in a timely manner.
- 2) A driver must report any citation or ticket (moving violation, driving under the influence (DUI), unsafe vehicle condition, etc.) while driving a County vehicle to his/her department head no later than the next business day. The department head shall provide this information to Risk Management the day it is received. If the Department head is notified by Risk Management (via the drivers license monitoring program) after the fact, this will be grounds for progressive discipline up to and including termination from employment or dismissal from the volunteer program.
- 3) A driver operating a County vehicle must report a driver's license restriction or revocation to his/her department head the next day the driver is at work. The department head shall provide this information to Risk Management the day it is received. A driver with three (3) or more moving violations or two (2) at-fault accidents in a 12-month period may be disallowed from driving a County vehicle. If the Department head is notified by Risk Management (via the driver's license monitoring program) after the fact and the driver has continued to drive on County business, this will be grounds for progressive discipline up to and including

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 5 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

termination from employment or dismissal from the volunteer program.

2. Permanent Assignment and Overnight Retention (Take Home-Vehicles)

The initial permanent assignment and overnight retention of County-owned vehicles must be approved by the Board of Supervisors. The Chief Administrative Officer shall review and may subsequently continue or rescind authorization of permanent assignment and overnight retention of County-owned vehicles on an annual basis. Permanent assignment and overnight retention shall be authorized based on the following criteria:

- a. An employee is responsible for responding to emergency situations related to public health or safety and protection of property on a 24-hour basis. An employee assigned on-call duties on a rotational basis shall only take a County vehicle home on those days the employee is assigned the on-call duty.
- b. It can be demonstrated to the Board of Supervisors that it is in the best interest of the County for an employee to be assigned permanent and overnight retention.

County employees are responsible for complying with Internal Revenue Service tax regulations governing commute reporting in County vehicles.

3. Temporary Overnight Retention

Department heads may give approval for temporary overnight retention when such action would clearly be in the best interests of the County.

4. Vehicles Available for Temporary Use

- a. Fleet Management shall operate and maintain a centralized pool of vehicles that may be used by any department. The pool will contain a variety of vehicle types, including four-wheel drive vehicles. Multiple pool locations may be maintained for convenient access to pool vehicles by departments.
- b. Fleet Management shall assist departments in meeting temporary or short term vehicle needs through the use of a managed pool of County owned vehicles or by providing rented or leased vehicles.
- c. The County may enter into agreements for rented or leased vehicles for the purpose of meeting departmental vehicle needs. Fleet Management shall oversee such agreements on behalf of the County and shall coordinate departmental requests for rented or leased vehicles.

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 6 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

5. Use of Personal Vehicles for County Business:

Any person who drives a personal vehicle during the course of official County business shall have no less than the minimum automobile insurance required by the State of California.

- a. Personal vehicles must meet safety standards as required by the California Vehicle Code. A copy of the vehicle safety checklist used for County vehicles will be provided upon request to assist in complying with this requirement.
- b. Mileage reimbursement for use of a personal vehicle for County business shall be in accordance with County Travel Policy D-1.

6. Responsibilities

a. Department heads are responsible for:

- 1) Ensuring department compliance with all provisions of this policy, with the exception of ensuring that drivers of personal vehicles have no less than the minimum automobile insurance required by the State of California. It is the responsibility of the driver and not the Department Head to ensure this requirement is met.
- 2) Maintaining and monitoring vehicle usage logs or other authorized vehicle tracking systems. The logs or systems shall track, on a daily basis, individual drivers, program use, date and time of use, and beginning and ending odometer readings. Vehicle logs and tracking system reports are subject to periodic review by the Fleet Management for proper usage and control.
- 3) Ensuring that vehicle service, safety inspection and other required service schedules are met.
- 4) Achieving vehicle utilization objectives for his/her assigned vehicles.
- 5) Ensuring that all drivers identified by Risk Management (via the driver's license monitoring program) who have had their licenses revoked or suspended will not drive for any reason on County business.

b. Fleet Management is responsible for:

- 1) Managing and maintaining the County vehicles in a safe, reliable, and cost effective manner.
- 2) Providing vehicle service, safety inspection, and other required service schedules to departments and coordinate the required activities.
- 3) Implementing vehicle standards and right-sizing the fleet.
- 4) Conducting periodic vehicle log reviews.

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 7 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

- 5) Coordinating vehicle procurement and disposal with the Purchasing Agent.
- 6) Monitoring department compliance with the provisions of this policy. Instances of non-compliance shall be reported to the affected department head for resolution or corrective action. Instances of unresolved or repeated non-compliance shall be reported to the Chief Administrative Officer for further action. Vehicle reassignment may occur.

C. Standards

1. Vehicle Standards

- a. Fleet Management is responsible for standardizing the County fleet. The intent of establishing vehicle standards is to provide the safest, most reliable and economical vehicle that is appropriate for the job for which it is intended. Additionally, standardization enhances Fleet Management's ability to repair, stock parts, and maintain units in an economical manner.
- b. Appropriate safety and economic criteria shall be applied to establishing and maintaining a standardized fleet. Criteria for equipment standards shall include but not be limited to:
 - 1) Purchase price
 - 2) Fuel efficiency
 - 3) Vehicle emission rating
 - 4) Reliability
 - 5) Operating costs
 - 6) Other special criteria as may be required by County departments.

Vehicles purchased by the County shall be the most fuel efficient vehicles available that meet safety, reliability, cost effectiveness and County program requirements. For general County use this usually would mean compact automobiles and pickup trucks.

- c. As appropriate, Fleet Management may introduce alternatively fueled vehicles into the County fleet. Alternatively fueled vehicles shall be evaluated in actual County driving conditions for safety, reliability and cost effectiveness.
 - d. Fleet Management shall ensure that all County vehicles are conspicuously marked with County approved insignia, the words "Official Use Only" and a County vehicle number. Fleet Management may exempt vehicles from such marking if necessary for law enforcement, investigatory or other special purposes.
 - e. Any modifications to County vehicles must be pre-approved and coordinated by Fleet Management.
- 2. Minimum Usage Standard for Assigned Vehicles**

Assignment of vehicles to individual departments shall be based on the following minimum use

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 8 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

criteria:

- a. 8,000 miles a year, or
- b. vehicle use at least 80% of the available workdays.

This standard applies to all County-owned vehicles and rented vehicles or leased vehicles assigned to departments. Fleet Management will assist department heads in managing the vehicles assigned to them and may reassign vehicles if departments do not meet the minimum use standard. The Chief Administrative Officer may authorize exceptions to the minimum use standard on a case by case basis.

3. Standard Vehicle Classifications

- a. Fleet Management shall work with departments to develop a listing of standardized vehicle classifications for each County department program. Such listing shall be attached hereto and referred to as Exhibit 'A' Vehicle Standards by County Program.
- b. Requests for deviation from Fleet standard vehicles must be submitted in writing on such forms as provided by Fleet Management and approved by the Chief Administrative Officer.
- c. Vehicle standards for public safety, disaster, or 24-hour on-call response programs may be different than standards for general use vehicles. Special consideration will be given when setting standards for law enforcement vehicles and other emergency response vehicles.
- d. Fleet Management shall review the Vehicle Standards listing on an annual basis and submit updates and revisions to the Board of Supervisors for adoption as necessary.

4. Four-Wheel Drive Vehicle Standards:

Pool rental of four-wheel drive vehicles for seasonal or occasional off-road use is the preferred option when department vehicle utilization does not meet minimum usage criteria. The minimum utilization criteria for assignment of four-wheel drive vehicles include:

- a. the requirement for off-road vehicle clearance to travel on unpaved surfaces, and/or
- b. four-wheel drive traction to travel snow/ice covered roads during harsh winter weather conditions at a minimum of 50% of the time on an annual basis.

D. Vehicle Procurement

The County fleet shall be standardized through the procurement process. This standardization shall

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 9 of 9
	Date Adopted: 12/22/1987	Revised Date: 6/20/2006

include procurement of rented, leased and County owned vehicles. For County owned vehicles, the vehicle life-cycle costs (which include both the purchase price and operating costs of the vehicle) shall be incorporated into procurement decisions.

E. Vehicle Disposal

Vehicles shall be disposed of in accordance with County surplus property requirements. The following criteria are considered by Fleet Management in determining the need to dispose of County vehicles:

- a. Vehicle operating and repair cost per mile.
- b. Vehicles no longer needed or serviceable.
- c. Vehicle age, mileage, condition, accumulated depreciation, utilization and parts availability.
- d. High or anticipated high maintenance costs.
- e. Introduction of improved vehicle technology, especially in the areas of fuel efficiency, safety, productivity and maintenance.
- f. Vehicle repair cost exceeds salvage value.

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic indicates STANDARD</i>
AGRICULTURE					
MID SIZE 4X4 UTILITY - 4 DOOR	Agricultural Commission - Administration	1997	Jeep	5,700	RECOMMENDED CLASS(ES) 2WD MID-SIZE PICKUP
PICKUP - 2WD COMPACT		1997	GMC	4,603	2WD COMPACT PICKUP
PICKUP 4WD - GASOLINE		2002	Ford	89,658	2WD MID-SIZE PICKUP
PICKUP 4WD - GASOLINE	Agricultural - Enforcement	2005	Ford	22,200	2WD MID-SIZE PICKUP
PICKUP 4WD - GASOLINE	Agricultural - Weights & Measures	2002	Chev	1,228	2WD MID-SIZE PICKUP
ASSESSOR					
PICKUP - 2WD COMPACT	Assessor	1996	Ford	7,773	RECOMMENDED CLASS(ES) 2WD MIDSIZE OR COMPACT PICKUP
MID SIZE SEDAN - 4 DOOR - 6 CYL		1998	Ford	3,887	
CAO - INFO TECH & COMMUNICATIONS					
Class Descrip	Index Description	Year	Make	TOTAL MILES BY CLASS	RECOMMENDED CLASS(ES)
MINI VAN - 7 PASSENGER	PC Desktop Support	1990	Chev	3,000	2WD MINI VAN or 2WD MIDSIZE PICKUP
PICKUP 4WD - GASOLINE		2001	Dodge	12,000	with Utility Box /Shell Option
MINI VAN 4x4 - 7 PASSENGER	Communications (Telephone)	2003	GMC	17,000	2WD MINI VAN or 2WD MIDSIZE PICKUP
					with Utility Box /Shell option
CHILD SUPPORT SERVICES					
MID SIZE 4X4 UTILITY - 4 DOOR	Child Support Services - Casework Staff	1998	Jeep	47,862	MID SIZE SEDAN - 4 DOOR - 6 CYL
MID SIZE SEDAN - 4 DOOR - 6 CYL		1996	Ford	8,280	MID SIZE SEDAN - 4 DOOR - 6 CYL

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic indicates STANDARD</i>
DEVELOPMENT SERVICES - BUILDING					
MID SIZE 4X4 UTILITY - 4 DOOR	Building - Operational Support	2002	Ford	TOTAL MILES BY CLASS 20,044	RECOMMENDED CLASS(ES) COMPACT SEDAN
MID SIZE 4X4 UTILITY - 4 DOOR	Building - SLT Uniform Building Code	1996	Jeep	3,227	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR	Building - Code Enforcement - Permits	2004	Ford	32,500	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR PICKUP 4WD - GASOLINE	Building - West Slope Inspection	2002	Ford	118,151	2WD COMPACT OR 2WD MIDSIZE PICKUP W/ CREW CAB 4WD PICKUP ACCEPTABLE FOR OPS SUPERVISOR WHO RESPONDS TO PUBLIC SAFETY EMERGENCIES
MID SIZE 4X4 UTILITY - 4 DOOR	Building SLT - Inspection	1991	Ford	4,890	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR	Building - El Dorado Hills - Inspection	1998	Jeep	22,129	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR PICKUP 4WD - GASOLINE	Building - El Dorado Hills - Inspection	2002	Ford	46,079	2WD COMPACT PICKUP OR COMPACT SEDAN 4WD PICKUP ACCEPTABLE FOR OPS SUPERVISOR WHO RESPONDS TO PUBLIC SAFETY EMERGENCIES
MID SIZE SEDAN - 4 DOOR - 6 CYL		1998	Ford	3,137	
		1995	Olds	59,950	
DEVELOPMENT SERVICES - PLANNING					
MID SIZE SEDAN - 4 DOOR - 6 CYL	Planning - West Slope - Current	1995	Olds	TOTAL MILES BY CLASS 5,245	RECOMMENDED CLASS(ES) COMPACT SEDAN

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic indicates STANDARD</i>
DISTRICT ATTORNEY					
		Year	Make	TOTAL MILES BY CLASS	RECOMMENDED CLASS(ES)
MID SIZE 4X4 UTILITY - 4 DOOR	District Attorney - Core Prosecution	2002	Ford	80,312	MID - SIZE SEDAN - 4 DOOR - 6 CYL
MID SIZE SEDAN - 4 DOOR - 6 CYL		2002	Buick	44,794	UNLESS SLT - THEN 4WD ACCEPTABLE
MID SIZE SEDAN - 4 DOOR - 6 CYL	District Attorney -Victim/Witness Assistance	2003	Ford	2,959	MID SIZE SEDAN - 4 DOOR - 6 CYL
Grant Funded Veh No Replacement					
MID SIZE 4X4 UTILITY - 4 DOOR	District Attorney- Elderly Abuse	2003	Ford	11,626	MID - SIZE SEDAN - 4 DOOR - 6 CYL
Grant Funded Veh No Replacement					
ENVIRONMENTAL MANAGEMENT					
		Year	Make	TOTAL MILES BY CLASS	RECOMMENDED CLASS(ES)
MID SIZE 4X4 UTILITY - 4 DOOR	Admin: General Support	2002	Ford	5,234	COMPACT SEDAN
MID SIZE 4X4 UTILITY - 4 DOOR	Environmental Health (Inspections)	2003	Ford	65,461	COMPACT SEDAN OR 2WD COMPACT PICKUP
MID SIZE SEDAN - 4 DOOR - 6 CYL		1999	Ford	5,306	
PICKUP - 2WD COMPACT	Hazardous Materials Compliance	1996	Ford	1,817	PICKUP - 2WD COMPACT
PICKUP 4WD - GASOLINE		1999	Dodge	9,898	PICKUP 4WD - GASOLINE
MID SIZE 4X4 UTILITY - 4 DOOR	Operations: SLT	2003	Ford	18,146	MID SIZE 4X4 UTILITY - 4 DOOR
PICKUP 4WD - GASOLINE	WS: Mosquito Abatement	2005	New	37,500	PICKUP 4WD - GASOLINE
MID SIZE 4X4 UTILITY - 4 DOOR	Air Quality Mgmt District: Operations	2003	Ford	25,000	COMPACT SEDAN OR 2WD COMPACT PICKUP
HYBRID SEDAN		2004	Toyota	9,000	HYBRID SEDAN
PICKUP - 2WD COMPACT	CSA #10 - Solid Waste	2001	Dodge	4,486	PICKUP - 2WD COMPACT
FULL SIZE 4X4 UTILITY		2003	Ford	4,950	MID SIZE 4X4 UTILITY - 4 DOOR
PICKUP 4WD - GASOLINE	CSA #10 - Liquid Waste	1996	Ford	3,390	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR	CSA #10: Household Haz Waste	1999	Jeep	3,250	MID SIZE 4X4 UTILITY - 4 DOOR
PICKUP - 2WD COMPACT		1994	Ford	6,150	PICKUP - 2WD COMPACT
VAN - FULL SIZE CARGO - 1/2 TON	CSA #10: Litter Abatement	1996	Ford	9,453	MID SIZE 4X4 UTILITY

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic Indicates STANDARD</i>
GENERAL SERVICES					
VAN - 4X4	Stores -Operations	1997	Dodge	6,458	2WD MINI VAN
CARGO VAN - ONE TON		1998	Ford	14,879	
MINI VAN - 7 PASSENGER	Mail Service	1993	Chev	7,176	
CARGO VAN - ONE TON	Records Management	2001	Ford	2,189	
VAN - FULL SIZE CARGO - 1/2 TON	WS: Building Maintenance	2000	Dodge	5,369	2WD COMPACT PICKUP C & C / PICKUP - 2WD 3/4 TON PICKUP - 2WD 1/2 TON
CAB & CHASSIS - 2WD HEAVYDUTY 3/4 TON		2002	Chev	30,270	
PICKUP - 2WD 1/2 TON STANDARD BED		1989	GMC	20,326	
PICKUP 4WD - GASOLINE		2001	Dodge	12,099	
PICKUP 4WD - GASOLINE	SLT: Building Maintenance	1991	Chev	11,925	PICKUP 4WD - GASOLINE
MID SIZE 4X4 UTILITY - 4 DOOR	Facilities Design & Development	1999	Jeep	13,810	2WD COMPACT PICKUP OR COMPACT SEDAN, HYBRID - OR - COMPACT WAGON
MINI VAN - 7 PASSENGER	Fleet - Pool Vehicle	1994	Chev	5,766	WILL VARY WITH COUNTY NEEDS SUFFICIENT NUMBER OF 4WDS FOR SEASONAL USE BY DEPARTMENTS WITH LOW UTILIZATION
MINI VAN 4x4 - 7 PASSENGER	Fleet - Pool Vehicle	1997	Chev	2,951	
MID SIZE 4X4 UTILITY - 4 DOOR	Fleet - Pool Vehicle	2003	Ford	38,574	
PICKUP - 2WD COMPACT	Fleet - Operations	1994	Ford	5,402	
PICKUP 4WD - GASOLINE	Fleet - Pool Vehicle	1995	Ford	3,737	
MID SIZE SEDAN - 4 DOOR - 6 CYL	Fleet - Pool Vehicle	1995	Olds	28,947	
MID SIZE 4X4 UTILITY - 4 DOOR	Parks Administration	1997	Jeep	1,580	
PICKUP - 2WD 1/2 TON STANDARD BED	River Management	1992	GMC	5,433	
CAB & CHASSIS - 2WD HEAVYDUTY 3/4 TON	Grounds Maintenance	2001	Ford	9,562	
PICKUP - 2WD 1/2 TON STANDARD BED		1991	Dodge	8,830	
PICKUP 4WD - DIESEL		2001	Ford	9,441	PICKUP - 2WD 3/4 TON

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic Indicates STANDARD</i>
HUMAN SERVICES					
MINI VAN - 7 PASSENGER	General Admin Non-Salary / Fringe Pool	2001	Ford	1,381	RECOMMENDED CLASS(ES) MINI VAN - 7 PASSENGER
MINI VAN 4x4 - 7 PASSENGER		1999	Chev	11,823	MINI VAN 4x4 - 7 PASSENGER
MID SIZE 4X4 UTILITY - 4 DOOR		2002	Ford	132,212	MID SIZE SEDANS
MID SIZE SEDAN - 4 DOOR - 6 CYL		2003	Buick	132,840	MID SIZE SEDANS
MID SIZE 4X4 UTILITY - 4 DOOR	CommSvcs Admin - Pool	2000	Jeep	5,605	MID SIZE 4X4 UTILITY - 4 DOOR
VAN - FULL SIZE CARGO - 1/2 TON PICKUP 4WD - GASOLINE	LIHEAP: Weatherization	2002	Dodge	9,000	VAN - FULL SIZE CARGO - 1/2 TON PICKUP 4WD - GASOLINE
13-15 PASSENGER VAN	CommSvcs: Special Svcs - General	2002	GMC	6,500	13-15 PASSENGER VAN
MID SIZE 4X4 UTILITY - 4 DOOR PICKUP 4WD - GASOLINE	EDC: Public Housing Authority	1997	Jeep	9,000	MID SIZE SEDAN - 4 DOOR - 6 CYL PICKUP 4WD - GASOLINE
MID SIZE 4X4 UTILITY - 4 DOOR PICKUP - 2WD COMPACT	Senior Nutrition: Title III C	2001	Jeep	4,693	MID SIZE SEDAN - 4 DOOR - 6 CYL PICKUP - 2WD COMPACT
PICKUP - 2WD 1/2 TON STANDARD BED PICKUP 4WD - GASOLINE		2002	Chev	18,243	PICKUP - 2WD 1/2 TON STANDARD BED PICKUP 4WD - GASOLINE
MID SIZE 4X4 UTILITY - 4 DOOR	CBSF: Admin	2001	Jeep	15,888	MID SIZE SEDAN - 4 DOOR - 6 CYL - 4 DOOR - 6 CYL
MID SIZE SEDAN - 4 DOOR - 6 CYL	Public Guardian	1998	Chev	7,778	MID SIZE SEDAN - 4 DOOR - 6 CYL

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

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MENTAL HEALTH					
MID SIZE SEDAN - 4 DOOR - 6 CYL	Admin Central Division			TOTAL MILES BY CLASS 10,000	RECOMMENDED CLASS(ES) COMPACT SEDAN OR MID-SIZE SEDAN
MINI VAN 4x4 - 7 PASSENGER	PHF: Psychiatric Division	2001	Chev	15,246	MINI VAN 4x4 - 7 PASSENGER
MID SIZE SEDAN - 4 DOOR - 6 CYL		1997	Chev	13,317	MID SIZE SEDAN - 4 DOOR - 6 CYL
MINI VAN 4x4 - 7 PASSENGER	WS: Children's Services	2001	Chev	8,477	MINI VAN 4x4 - 7 PASSENGER
MID SIZE SEDAN - 4 DOOR - 6 CYL		2001	Ford	9,479	MID SIZE SEDAN - 4 DOOR - 6 CYL
MINI VAN - 7 PASSENGER	WS: Adult Day Treatment	2002	Ford	49,874	MINI VAN - 7 PASSENGER
13-15 PASSENGER VAN		1999	Ford	55,939	13-15 PASSENGER VAN
MID SIZE SEDAN - 4 DOOR - 6 CYL		2001	Ford	18,027	MID SIZE SEDAN - 4 DOOR - 6 CYL
FULL SIZE SEDAN - 4 DOOR - 8 CYL	WS: Adult Services	1991	Ford	2,375	FULL SIZE SEDAN - 4 DOOR - 8 CYL
MID SIZE SEDAN - 4 DOOR - 6 CYL				18,000	MID SIZE SEDAN - 4 DOOR - 6 CYL
MID SIZE 4X4 UTILITY - 4 DOOR	SLT: Children's Services	2001	Jeep	6,946	MID SIZE 4X4 UTILITY - 4 DOOR
VAN - FULL SIZE CARGO - 1/2 TON	SLT: Adult Day Treatment	1996	Ford	6,363	VAN - FULL SIZE CARGO - 1/2 TON
13-15 PASSENGER VAN		1999	Ford	7,571	13-15 PASSENGER VAN
FULL SIZE 4X4 UTILITY	SLT: Adult Services	2001	Ford	5,786	FULL SIZE 4X4 UTILITY
MID SIZE 4X4 UTILITY - 4 DOOR		2001	Jeep	7,993	MID SIZE 4X4 UTILITY - 4 DOOR
MINI VAN 4x4 - 7 PASSENGER	SLT: Adult Homeless	2001	Chev	5,177	MINI VAN 4x4 - 7 PASSENGER
MID SIZE 4X4 UTILITY - 4 DOOR		2001	Jeep	7,558	MID SIZE 4X4 UTILITY - 4 DOOR

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic indicates STANDARD</i>
PROBATION					
MID SIZE 4X4 UTILITY - 4 DOOR	Probation - Administration	2005	Ford	42,100	RECOMMENDED CLASS(ES) MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR	Probation - Home Detention - West Slope	2000	Jeep	8,729	MID SIZE 4X4 UTILITY - 4 DOOR
MINI VAN 4x4 - 7 PASSENGER	Probation East Slope Day reporting Ctr -SLT	2003	Chev	9,000	MINI VAN 4x4 - 7 PASSENGER
MID SIZE 4X4 UTILITY - 4 DOOR	Juvenile - Juvenile Supervision	2002	Ford	19,500	MID SIZE 4X4 UTILITY - 4 DOOR
PICKUP 4WD - GASOLINE		2002	Ford	10,000	PICKUP 4WD - GASOLINE
FULL SIZE SEDAN - 4 DOOR - 8 CYL		1998	Ford	7,500	FULL SIZE SEDAN - 4 DOOR - 8 CYL
MID SIZE SEDAN - 4 DOOR - 6 CYL	Juvenile - Juvenile Placement	1998	Chev	15,000	MID SIZE SEDAN - 4 DOOR - 6 CYL
MID SIZE 4X4 UTILITY - 4 DOOR	Juvenile - Juvenile - AB1913/CPA2000	2001	Jeep	6,505	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE SEDAN - 4 DOOR - 6 CYL		2003	Buick	7,500	MID SIZE SEDAN - 4 DOOR - 6 CYL
MID SIZE 4X4 UTILITY - 4 DOOR	Probation - Adult Supervision	1996	Jeep	13,603	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE SEDAN - 4 DOOR - 6 CYL		1995	Olds	8,774	MID SIZE SEDAN - 4 DOOR - 6 CYL
FULL SIZE SEDAN - 4 DOOR - 8 CYL	Juvenile Program-Custody/Family Reunification	2002	Ford	13,974	FULL SIZE SEDAN - 4 DOOR - 8 CYL
VAN - 4X4	Placerville	2000	Ford	10,000	VAN - 4X4
MINI VAN 4x4 - 7 PASSENGER	SLT Juvenile Hall	2001	Chev	5,000	MINI VAN 4x4 - 7 PASSENGER
MID SIZE 4X4 UTILITY - 4 DOOR		2002	Ford	25,500	MID SIZE 4X4 UTILITY - 4 DOOR
PUBLIC DEFENDER					
MID SIZE SEDAN - 4 DOOR - 6 CYL	Public Defender - Services	1997	Chev	12,047	RECOMMENDED CLASS(ES) MID - SIZE SEDAN - 4 DOOR - 6 CYL

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic Indicates STANDARD</i>
PUBLIC HEALTH					
		Year	Make	TOTAL MILES BY CLASS	RECOMMENDED CLASS(ES)
MID SIZE 4X4 UTILITY - 4 DOOR	Public Health Admin	2002	Ford	30,178	COMPACT SEDAN OR MID SIZE SEDAN
COMPACT WAGON - 2WD	Admin: Nursing Services	1993	Ford	8,143	COMPACT WAGON OR MINI VAN - 2WD
MID SIZE 4X4 UTILITY - 4 DOOR	SLT: Misc Clinics	2002	Ford	10,492	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR	EMS: Program	2003	Ford	10,505	MID SIZE 4X4 UTILITY - 4 DOOR
PICKUP - 2WD COMPACT	WS: Field Animal Control	1994	Ford	6,044	PICK UP - 2WD MIDSIZE OR 2WD COMPACT P/U
PICKUP - 2WD 1/2 TON STANDARD BED		1992	GMC		PICKUP - 2WD 1/2 TON STANDARD BED
PICKUP 4WD - GASOLINE		2003	Ford	176,204	PICK UP - 3/4 TON - 2WD
PICKUP 4WD - GASOLINE	SLT: Field Animal Control	2002	Ford	62,213	PICKUP 4WD - GASOLINE
SHERIFF					
		Year	Make	TOTAL MILES BY CLASS	RECOMMENDED CLASS(ES)
FULL SIZE 4X4 UTILITY	Sheriff - Administration	1999	Dodge	15,434	FULL SIZE 4X4 UTILITY
MID SIZE 4X4 UTILITY - 4 DOOR		2003	Ford	41,626	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff - Personnel	2002	Ford	8,383	
MID SIZE SEDAN - 4 DOOR - 6 CYL		2002	Buick	26,193	MID SIZE SEDAN - 4 DOOR - 6 CYL
Veh 01-835 Downgrade to Class 15		1996	Chev		1- MID SIZE 4X4 UTILITY
MID SIZE SEDAN - 4 DOOR - 6 CYL	Sheriff - Training	2002	Buick	15,669	MID SIZE SEDAN - 4 DOOR - 6 CYL
MINI VAN 4x4 - 7 PASSENGER	Sheriff - Information Services	2000	Chev	7,788	MINI VAN 4x4 - 7 PASSENGER
MID SIZE 4X4 UTILITY - 4 DOOR		2002	Ford	8,744	MID SIZE 4X4 UTILITY - 4 DOOR

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <small>Bold Italic Indicates STANDARD</small>
FULL SIZE 4X4 UTILITY	Sheriff - Law Enforcement Communications	1997	Chev	22,236	FULL SIZE 4X4 UTILITY
PICKUP 4WD - GASOLINE		1997	Dodge	24,668	<i>PICKUP 4WD - GASOLINE</i>
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff - Civil Division	2002	Ford	17,907	<i>MID SIZE 4X4 UTILITY - 4 DOOR</i>
PICKUP 4WD - GASOLINE	Sheriff - Range/Equipment	2002	Ford	8,385	<i>PICKUP 4WD - GASOLINE</i>
PICKUP 4WD - GASOLINE	Sheriff West Slope - Search & Rescue	2002	Ford	3,187	<i>PICKUP 4WD - GASOLINE</i>
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff - Sheriff's Team of Active Retirees	2002	Ford	71,693	<i>S.T.A.R. - MID SIZE SEDAN</i>
MID SIZE SEDAN - 4 DOOR -6 CYL		2002	Buick	34,949	<i>UNLESS S.L.T. - THEN MID SIZE 4X4 UTILITY ACCEPTABLE</i>
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff - Vehicle Abatement Program	1999	Jeep	10,831	<i>MID SIZE 4X4 UTILITY - 4 DOOR</i>
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff West Slope Detectives	2002	Ford	94,745	<i>MID-SIZE SEDAN OR FULL SIZE SEDAN</i>
MID SIZE SEDAN - 4 DOOR -6 CYL		2002	Buick	130,364	<i>**SHERIFF REQUESTS 4 VEHICLES TO REMAIN AS 4WD</i>
FULL SIZE 4X4 UTILITY	Sheriff - West Slope Narcotics	2002	GMC	60,087	<i>ALL CLASSIFICATIONS</i>
MID SIZE 4X4 UTILITY - 4 DOOR		2002	Ford	14,418	
PICKUP 4WD - GASOLINE		2002	Dodge	19,170	
		1999	GMC		
PICKUP 4WD - GASOLINE	Sheriff West Slope Evidence	2002	Ford	10,647	<i>PICKUP 4WD - GASOLINE</i>
SHERIFF PATROL SEDAN	Sheriff West Slope Coroner	2003	Ford	16,230	SHERIFF PATROL SEDAN
MID SIZE SEDAN - 4 DOOR -6 CYL		2003	Buick	10,542	<i>MID SIZE SEDAN - 4 DOOR -6 CYL</i>
SHERIFF PATROL SEDAN	Sheriff - West Slope Patrol	2001	Ford	777,616	<i>ALL CLASSIFICATIONS</i>
FULL SIZE 4X4 UTILITY		2003	Ford	210,982	
PICKUP - 2WD COMPACT		1997	Chev	3,339	

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <small>Bold Italic indicates STANDARD</small>
MID SIZE SEDAN - 4 DOOR - 6 CYL		1997	Chev	9,015	
PICKUP 4WD - GASOLINE	Sheriff West Slope Special Weapon & Tactics	1993	GMC	1,235	<i>PICKUP 4WD - GASOLINE</i>
SHERIFF PATROL SEDAN	Sheriff West Slope K-9	2001	Ford	119,403	<i>SHERIFF PATROL SEDAN</i>
MINI VAN 4x4 - 7 PASSENGER	Sheriff West Slope Crime Scene Investigation	1996	Chev	1,220	<i>MINI VAN 4x4 - 7 PASSENGER</i>
SHERIFF PATROL SEDAN	Sheriff - School Resource Officer	2001	Ford	28,981	<i>SHERIFF PATROL SEDAN</i>
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff - South Lake Tahoe - Detectives	1995	Chev	44,098	<i>MID-SIZE OR FULL SIZE SEDAN OR MIDSIZED 4X4 UTILITY</i>
FULL SIZE 4X4 UTILITY	Sheriff - South Lake Tahoe Patrol	2003	Ford	227,037	FULL SIZE 4X4 UTILITY
MID SIZE 4X4 UTILITY - 4 DOOR		2001	Jeep	5,527	<i>MID SIZE 4X4 UTILITY - 4 DOOR</i>
PICKUP 4WD - GASOLINE	Sheriff South Lake Tahoe Search & Rescue	2002	Ford	1,333	<i>PICKUP 4WD - GASOLINE</i>
FULL SIZE 4X4 UTILITY	Sheriff South Lake Tahoe K-9	2000	Ford	16,557	<i>FULL SIZE 4X4 UTILITY</i>
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff West Slope Custody- Jail	2003	Ford	15,811	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE SEDAN - 4 DOOR - 6 CYL		1995	Olds	15,630	<i>MID SIZE SEDAN - 4 DOOR - 6 CYL</i>
MINI VAN - 7 PASSENGER	Sheriff West Slope Work Program	1998	Ford	17,163	MINI VAN - 7 PASSENGER
MID SIZE 4X4 UTILITY - 4 DOOR		2000	Jeep	15,031	<i>MID SIZE 4X4 UTILITY - 4 DOOR</i>
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff South Lake Tahoe Custody-Jail	1998	Jeep	7,207	<i>MID SIZE 4X4 UTILITY - 4 DOOR</i>
MINI VAN 4x4 - 7 PASSENGER	Sheriff South Lake Tahoe Work Program	2003	Chev	5,290	<i>MINI VAN 4x4 - 7 PASSENGER</i>
SHERIFF PATROL SEDAN	Sheriff - West Slope Bailiff	1999	Ford	5,161	<i>SHERIFF PATROL SEDAN</i>

**VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL POLICY
EXHIBIT 'A' - VEHICLE STANDARDS BY COUNTY PROGRAM**

CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic Indicates STANDARD</i>
SHERIFF PATROL SEDAN	Sheriff - West Slope Transport Court	2001	Ford	66,582	SHERIFF PATROL SEDAN
13-15 PASSENGER VAN		2003	Ford	35,667	13-15 PASSENGER VAN
VAN - 4X4		1997	Ford	2,673	VAN - 4X4
SHERIFF PATROL SEDAN	Sheriff - South Lake Tahoe Transport Court	1994	Ford	4,189	SHERIFF PATROL SEDAN
FULL SIZE 4X4 UTILITY		2003	Ford	15,000	FULL SIZE 4X4 UTILITY
FULL SIZE 4X4 UTILITY	Sheriff - Office of Emergency Services (State Grant Program)	2001	Ford	24,989	FULL SIZE 4X4 UTILITY
PICKUP 4WD - GASOLINE		2001	Ford	22,381	PICKUP 4WD - GASOLINE
MID SIZE 4X4 UTILITY - 4 DOOR	Sheriff - HI Tech Task Force (State Grant Program)	1998	Jeep	12,023	MID SIZE 4X4 UTILITY - 4 DOOR
PICKUP 4WD - DIESEL	Sheriff Boating & Waterways (State Grant Program)	1999	Ford	13,915	PICKUP 4WD - DIESEL
SHERIFF PATROL SEDAN	Sheriff - COPS in School (State Grant Program)	2001	Ford	13,809	SHERIFF PATROL SEDAN

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CURRENT VEHICLE CLASS DESCRIPTION	PROGRAM DESCRIPTION	Year	Make	TOTAL MILES BY CLASS	PROPOSED RECOMMENDED CLASS(ES) <i>Bold Italic Indicates STANDARD</i>
DEPARTMENT OF TRANSPORTATION					
FULL SIZE 4X4 UTILITY	West Slope: Shop	1998	Ford	16,097	RECOMMENDED CLASS(ES) MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR		2002	Ford	100,923	COMPACT SEDAN, OR WAGON, OR 2WD PICKUP
PICKUP - 2WD COMPACT		1991	Chev	23,136	PICK UP - 2WD MIDSIZE OR COMPACT -CREW CAB
PICKUP - 2WD 1/2 TON STANDARD BED		2002	Dodge	127,386	PICKUP - 2WD 1/2 TON STANDARD BED
PICKUP - 2WD HEAVYDUTY 3/4 TON LONGBED		2003	Ford	42,299	PICKUP - 2WD HEAVYDUTY 3/4 TON LONGBED
PICKUP 4WD - DIESEL		2002	Ford	177,426	PICKUP 4WD - DIESEL
PICKUP 4WD - GASOLINE		1998	Ford	75,951	PICKUP 4WD - GASOLINE
MID SIZE SEDAN - 4 DOOR - 6 CYL		2003	Buick	21,145	COMPACT SEDAN OR 2WD COMPACT PICKUP
FULL SIZE 4X4 UTILITY	Tahoe Basin: Shop	2003	Ford	23,919	MID SIZE 4X4 UTILITY - 4 DOOR
MID SIZE 4X4 UTILITY - 4 DOOR		2002	Ford	8,400	MID SIZE 4X4 UTILITY - 4 DOOR
PICKUP 4WD - DIESEL		2002	Ford	26,100	PICKUP 4WD - DIESEL
PICKUP 4WD - GASOLINE		1991	Ford	44,125	PICKUP 4WD - GASOLINE
TREASURER/TAX COLLECTOR					
		Year	Make	TOTAL MILES BY CLASS	RECOMMENDED CLASS(ES)
FULL SIZE SEDAN - 4 DOOR - 8 CYL	Treasurer/Tax Collector	2000	Ford	13,500	MID SIZE SEDAN - 4 DOOR- 6CYL
VETERANS SERVICES					
		Year	Make	TOTAL MILES BY CLASS	RECOMMENDED CLASS(ES)
MID SIZE SEDAN - 4 DOOR - 6 CYL	Veterans Services	1999	Ford	10,372	MID SIZE SEDAN - 4 DOOR - 6 CYL