

City of Minneapolis
Request for Committee Action

To: Ways & Means
Date: 8/1/2016
Referral: N/A
From: Finance & Property Services
Prepared by: Curt Fernandez
Presented by: Ellen Velasco-Thompson and John H Scharffbillig
File type: Action
Subcategory: Code Amendment

Subject:

Motorized Vehicle and Equipment Control Policy

Description:

Approving the Motorized Vehicle and Equipment Control Policy, establishing a fair and user-friendly process to service the requests from City departments regarding modification of vehicles/equipment.

Previous Actions:

None

Ward/Neighborhood/Address:

Not Applicable

Background/Analysis:

Motorized Vehicle and Equipment Control Policy:

This policy requires specified vehicles and covered equipment be inspected and maintained to ensure safe operation. All vehicle modifications must be documented with the vehicle manufacturer and approved by the Fleet Services Director. This policy requires the departments to adhere to the responsibilities outlined in the Motorized Vehicle and Equipment Control procedures. Elements of this program include:

- City vehicle annual inspection
- Vehicle selection and maintenance.
- Equipment modification process.
- Safety regulations and compliance.
- Accident reporting.

Establishing a fair and user- friendly process to service the requests from City departments regarding modification of vehicles/equipment. Any physical change(s) to the original vehicle or equipment (Installation of any additional accessories (i.e. mechanical, electrical, hydraulic, pneumatic, lighting and sounding devices, removal or alterations of standard factory equipment) will be reviewed by the Modification Review Committee (MRC) – The MRC will review all proposed vehicle/equipment modifications, and conduct a thorough risk assessment regarding the proposed modification. Upon completing its investigation, the committee will determine feasibility and render a decision to either approve or disapprove the modification(s) as proposed or with changes, based upon available information.

Financial Review:

No financial impact.

- Future budget impact anticipated.**
- Approved by the Policy Review Committee.**
- Meets Small and Underutilized Business Program goals.**

Attachments:

City of Minneapolis Motorized Vehicle and Equipment Control Policy.