



MEMORANDUM

TO: Fleet Services Department
Fax: 501-918-4220 OR Email: mwyatt@littlerock.gov

FOR: Willie Hinton, Director of Fleet Services

FROM: _____
(Employee requesting use of a City vehicle)

DATE: _____

SUBJECT: Out-of-town use of a City vehicle

The Division Manager or Department Director has approved the use of City vehicle # _____ to be driven out of town to _____ on the date of _____ in accordance to City procedure.

If the vehicle will be driven 45 miles or more from Little Rock, the employee agrees to bring the vehicle to Fleet Services for a pre-trip inspection within three (3) days prior to departure.

Employee's Signature

Operator Tips:

- ◆ The items listed below are stored in the glove compartment (**please initial**):
 1. Vehicle Insurance Statement _____
 2. Vehicle Registration Copy _____
 3. Accident Reporting Kit _____
 4. Fire Extinguisher (Stored in the trunk) _____

Please notify the Fleet Services Department of any missing items immediately.

- ◆ In case of emergency, please contact Walter Ederle at 501-993-5655
- ◆ Vehicle should only be operated by a City of Little Rock employee
- ◆ After fueling from a non-City fuel site, please contact the Fuel Technician at 501-554-1215 before refueling at a City fuel site.

APPROVED: _____
(Division Manager or Department Director)

ACKNOWLEDGED: _____
(Willie Hinton, Director of Fleet Services)