



WEBB COUNTY TRANSFERRED VEHICLE PROTOCOL FORM

TO BE COMPLETED BY DEPARTMENT RECEIVING VEHICLE

Vehicle is being transferred from what Department: Parks & Grounds (06-02)

Department receiving vehicle: Water Utilities Department

In your current budget, do you have: (please check)

A mileage line item? Yes _____ No _____

A fuel/lubricant line item? Yes _____ No _____

A repairs & maintenance line item? Yes _____ No _____

Are you replacing a vehicle? Yes _____ No _____

Number of County vehicles currently in your department: _____

Who are the employee (s) who will be assigned to transferred vehicle, and have they met the following requirements?

EMPLOYEE NAME	DRUG & ALCOHOL	DRIVER ORIENTATION SCHEDULED DATE

Department Head/Elected Official Signature

Date

TO BE COMPLETED BY ROAD & BRIDGE

What is the current mileage of the vehicle? _____

Does the vehicle meet state inspection standards? _____

Estimated cost of repairs: _____

Estimated Blue Book Value: _____

Department Head Approval

Department Head Denial

COMMISSIONER'S COURT DATE OF APPROVAL _____
Minutes must be attached

TO BE COMPLETED BY THE PURCHASING DEPARTMENT

VIN 1FTWW30558EA93909 License 102-2880
 Year 2008 Make Ford Model Ford Extended Cab Super Duty
 Will vehicle be: (please check)
 An unmarked vehicle? Yes _____ No _____
 An exempt vehicle? Yes _____ No _____
 Has the title for this vehicle been received? Yes _____ No _____
 (Copy of title must be attached)

Purchasing Signature

Date

TO BE COMPLETED BY THE RISK MANAGEMENT DEPARTMENT

Has compliance with the following policies been met?

EMPLOYEE NAME	MVR	DRUG & ALCOHOL	DRIVER ORIENTATION SCHEDULED DATE

Has the vehicle been: (Please check and initial)

Issued a liability insurance card? _____
 Added to the Automobile Liability Insurance? _____

RISK MANAGEMENT DEPARTMENT

Date

TO BE COMPLETED BY ROAD & BRIDGE

What is the vehicle's Unit Number? _____
 Has a key been issued? Yes _____ No _____
 Have other devices, if necessary, been installed? Yes _____ No _____
 Has the vehicle been added to the County Vehicle Inventory? Yes _____ No _____

Department Head Signature

Date