



# Williamson County Vehicle Status Change Form

To be completed by **department** releasing vehicle:

1) Identify Vehicle:		542 - Hazmat	ZF0032
Vehicle Identification Number		Department	Door Number
<del>903-2553-</del> 9065127	2000	Wells Cargo	Trailer EW222
License Plate Number	Year	Make	Model
			White
			Color

2) Reason for Status Change:

☐ Accident

**Attach:** 1. Williamson County Fleet Incident/Crash/Vandalism Report  
2. The Official Accident Report  
3. A Vehicle Insurance / Litigation Form

☐ High Mileage: List actual mileage \_\_\_\_\_

☐ Not mechanically sound \_\_\_\_\_

☒ Other: Explain Transferring to Emergency Communications because this trailer fits their needs better and they are transferring a trailer to us that fits our needs better to prevent purchasing anything new.

3) Elected Official/Department Head/Authorized Staff

Print Name Marty Herrin Signature Marty Herrin Date 10/20/2015

To be completed by **Fleet Services Manager**:

1) Method of Status Change: This vehicle is to be considered for: (Select one)

<input type="radio"/> SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation	<input checked="" type="radio"/> TRANSFER between county departments
<input type="radio"/> TRADE-IN for new assets of same general type for the county	Comments: _____
<input type="radio"/> SALE to a government entity / civil or charitable organization in the county at fair market value	Receiving Department: <u>Dir of Comm</u>
<input type="radio"/> Other _____	Elected Official/Department Head/Authorized Staff or Donee - Representative:
	Print Name: <u>Scott Parker</u>
	Signature and Date: <u>SRP</u> <u>10/26/15</u>
Print Name <u>R Rodgers</u>	Signature <u>SRP</u> <u>10/26/15</u>
Print Name <u>Scott Parker</u>	Date <u>10/26/15</u>

To be completed by **Human Resources Analyst**:

All applicable accident paperwork has been received and there is no litigation pending on this unit. It has been cleared for retirement.

HR Release Authorization: \_\_\_\_\_

To be completed by **Budget Office** (only for transfers):

Transfer has been reviewed and approved:

Signature: Adrian Koenig 11-5-15

**All forms must be routed to the County Auditor's Office once the final authorization and approval have been received.**