



# Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:

0873689687	560	SR0075
Vehicle Identification Number	Department	Door Number
N/A	2000	ONAN
License Plate Number	Year	Make
	GENERATOR	WHITE
	Model	Color

2) Reason for Status Change:

Accident

- Received:**
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: Equipment has reached its Life Expectancy

Other: Explain \_\_\_\_\_

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JAN 24 2017

WILLIAMSON COUNTY, TENNESSEE

3) Elected Official/Department Head/Authorized Staff

Print Name Commander James David

Signature

Date 1-9-2017

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

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

- SALE at the earliest auction
- TRANSFER between county departments
- SALVAGE for parts
- TRADE-IN for new assets of same general type for the county
- SALE to a government entity / civil or charitable organization in the county at fair market value
- Other

Print Name Ken Telle

Signature

Date 1/9/2017

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: \_\_\_\_\_

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