



Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:		560		SB1416	
Vehicle Identification Number		Department		Door Number	
1175615	2014	CHEVROLET	TAHOE	BLACK	
License Plate Number	Year	Make	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 56,560

☐ Not mechanically sound

☒ Other: Explain Vehicle Totaled: Sale to Insurance Company

3) Elected Official/Department Head/Authorized Staff

Print Name Commander James David Signature [Signature] Date 1-24-2017

RECEIVED
FEB 23 2017
AUDITING OFFICE
WILLIAMSON COUNTY, TENN

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 Sale to insurance

Print Name Karin Teller Signature [Signature] Date 1-31-17

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: [Signature]

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.