



CITY EMPLOYEE PROCEDURE FOR HANDLING  
LEAKING CITY VEHICLES DURING NORMAL USE

City employees authorized to drive a city vehicle must inspect the vehicles daily for cleanliness, safety and operational conditions before use. If an employer observes an automotive fluid leak in the course of this inspection, these are the steps to follow:

For LARGE leaks (puddle on the ground and/or dripping of automotive fluids):

- Do not drive the vehicle
- Contain the leaking substance in a container or if you have a slip clean-up material, place that around the leaking substance
- Contact Environmental Services to clean up the spill (972-466-5727)
- Contact Fleet Services about repairs (972-466-3418)

For smaller leaks (very small puddle and/or occasional drip):

- Take vehicle to Fleet Services for repairs

By signing below, you are acknowledging that you have read, understood and agree to follow the above procedure:

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**Employee Signature**

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**Employee ID Number**

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**Date**